Shepard the YOU! experience

ONS 39TH ANNUAL Congress
May 1–4 • Anaheim, CA

Dear ONS Exhibitor:

Shepard Exposition Services is pleased to have been selected as the Official Service Contractor for the upcoming Oncology Nursing Society 39th Annual Congress. We look forward to assisting you with the planning of your exhibit in Anaheim. This manual contains important details relative to your participation in this conference. Please take time to review this information and feel free to contact us if you have any questions.

This service manual is designed to provide you with all of the information necessary for a **successful and profitable exhibition**. Included in this manual are forms for ordering various services and equipment. The **Shepard Expo** forms should be returned to our office and all other ancillary forms should be forwarded to the contractors who are providing those services. Please complete and submit your order forms as early as possible to take advantage of discount pricing.

We have found that it is most efficient if this Exhibitor Services Manual is given to the person directly responsible for your participation at the exposition. Exhibitors using a display house should forward on pertinent information.

On behalf of ONS, we are pleased that you will be joining us this May. If there is anything that we can do to assist you, or if you have any questions about **Shepard's services**, please contact the Event Concierge, Wendy Rosell at wrosell@shepardes.com or 702-948-0358. You can also contact the main exhibitor service line at lasvegas@shepardes.com or 702-507-5278.

We look forward to seeing you and anticipate a very successful and productive 2014 ONS 39th Annual Congress!

Sincerely,

Shepard Exposition Services

EXHIBITOR INFO & SERVICES DIRECTORY

Exhibit Management
Anthony J. Jannetti, Inc.
East Holly Avenue/Box 56
Pitman, NJ 08071-0056
Phone: 856-256-2300
Fax: 856-589-7463
Email: ons_exhibits@ajj.com

Facility
Anaheim Convention Center
800 W. Katella Avenue
Anaheim, CA 92802
Phone: 714.765.8950
Fax: 714.765.8965
www.anaheim.net
(Dock Address is 1850 West Street)

Electrical Service
Edlen Electrical
715 Hyndley Way
Placentia, CA 92870
Phone: 714-985-1480
Fax: 714-985-1481
Email: Anaheim@edlen.com

Catering
Aramark
800 W. Katella Avenue
Anaheim, CA 92802
Phone: 714.765.8800
Fax: 714.765.8808
www.aramarkconventions.com

Plant and Floral
Expo Plant Service, Inc.
P.O. Box 1240
Vista, CA 92085-1240
Phone: 760-477-7863
Fax: 760-481-7815
Email: expoplantservice@aol.com

Lead Retrieval
CompuSystems, Inc.
P.O. Box 6271
Broadview, IL 60155
Phone: 866-600-5323
Fax: 708-344-4444

General Services Contractor
Shepard Exposition Services
5845 Wynn Road, Suites A-D
Las Vegas, NV 89118
Phone: 702.507.5278
Fax: 702.948.0341
Email: lasvegas@shepardes.com
(Furniture/Cleaning/Labor/Shipping)

Booth Rentals/Custom Exhibits
Shepard Exposition Services
1531 Carroll Drive, NW
Atlanta, GA 30318
Phone: 404-720-8652
Fax: 404-720-8757
Email: essrentals@shepardes.com

Audio/Visual Services & Computer Rental
Southwest Audiovisual
1035 N. 21st Ave.
Phoenix, AZ 85009
Phone: 602-258-4911
Fax: 602-230-5374
Email: av@swav.net

Internet/Telephone/Cable Services
SmartCity
5795 W. Badura Ave., Suite 110
Las Vegas, NV 89118
Phone: 888-446-6911
Fax: 702-943-6001

Photography
Convention Photos by Joe Orlando, Inc.
2222 Foothill Blvd., Suite E-340
La Canada, CA 91011
Phone: 626.639.3015
Fax: 626.794.0525
Email: mail@joeorlandophoto.com

SHOW INFORMATION

Shepard Exposition Services
5845 Wynn Road, Suites A,B,C,D,Las Vegas, NV 89118
Customer Service Phone: (702) 507-5278
Customer Service Fax: (702) 948-0341
Customer Service Email: lasvegas@shepardes.com

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BOOTH PACKAGE

Items provided in your booth, per exhibitor: 8' High backwall drape, 3' High sidewall drape
7" x 44" Cardstock Identification Sign

Please Note: Flooring is required within your booth spaces.

Show drape color(s): White
Aisle carpet color: Tuxedo (Black & Grey mix)

EXHIBIT SHOW SCHEDULE

Bulk Space Targets Move-in:	Monday, April 28, 2014	1:00 PM - 5:00 PM	
General Exhibitor Move-in:	Tuesday, April 29, 2014	8:00 AM - 5:00 PM	
	Wednesday, April 30, 2014	8:00 AM - 5:00 PM	
Exhibit Hours:	Thursday, May 1, 2014	10:30 AM - 5:00 PM	**Learning Hall Open**
	Friday, May 2, 2014	8:30 AM - 4:00 PM	**Learning Hall Open**
	Saturday, May 3, 2014	9:00 AM - 2:00 PM	**Learning Hall Open**
Exhibitor Move-out:	Saturday, May 3, 2014	2:00 PM - 10:00 PM	
	Sunday, May 4, 2014	8:00 AM - 12:00 PM	
Freight Re-route Time:	Sunday, May 4, 2014	10:00 AM	

IMPORTANT DEADLINES

Exhibitor appointed contractor notification deadline:	Thursday, April 3, 2014	
Discount price deadline for standard Shepard orders:	Thursday, April 10, 2014	
First day for warehouse deliveries without a surcharge:	Thursday, April 3, 2014	
Last day for warehouse deliveries without a surcharge:	Tuesday, April 22, 2014	
Last day for warehouse deliveries:	Friday, April 25, 2014	
First day freight can arrive at show facility:	Tuesday, April 29, 2014	**at** 8:00 AM

SHIPPING ADDRESSES

Advance Shipments Address

[Exhibiting Co. Name & Booth Number]
ONS 39th Annual Congress
c/o Shepard Exposition Services
2315 E. Locust Ct.
Ontario, CA 91761

Direct Shipments Address

c/o Shepard Exposition Services
[Exhibiting Co. Name & Booth Number]
ONS 39th Annual Congress
Anaheim Convention Center
1850 West Street
Anaheim, CA 92802

ALL UTILITY AND ANCILLARY FORMS SHOULD BE FAXED TO THE NUMBER INDICATED ON FORM. PLEASE DO NOT SEND UTILITY AND/OR ANCILLARY FORMS TO SHEPARD.

ONLINE ORDERING INSTRUCTIONS

Shepard Exposition Services
5845 Wynn Road, Suites A,B,C,D,Las Vegas, NV 89118
Customer Service Phone: (702) 507-5278
Customer Service Fax: (702) 948-0341
Customer Service Email: lasvegas@shepardes.com

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ATTENTION EXHIBITORS

ORDER NOW! Follow these simple steps to order Shepard Services Online:

1. **GO TO:** www.shepardes.com/intro.asp
2. Click on ONS 39th Annual Congress
3. **LOG IN** from the Show Information page.
4. **ENTER** your email address and password then click login
   a. ***NEW users*** : User name = Your Email Address (provided by Show Management)
   Password = ONS14

   b. ***Previous users*** : User name = Your Email Address
   Password = Your pre-existing password
5. Don't remember your password? Click the link "Forgot your password?"
   and follow the prompts to have your password sent to the registered email address.
6. Once logged in, you will be prompted to review your profile information.
   a. If your information is correct, click proceed to ordering
   OR
   b. If your information is not correct, please click "here" as indicated, update your profile and submit changes.
7. Welcome to Shepard Online Ordering!

Some helpful tips:

Use the ◄ previous or continue ► buttons to scroll through all your options.

Use the add to cart button to add an item to your cart, BEFORE proceeding to the next screen.

To **NAVIGATE** to a specific page, use the menu headers at the top of the page.

To **VIEW** your shopping **CART**, click on

To **DELETE** an item from your shopping cart, click next to the item you wish to remove.

QUESTIONS? Do not hesitate to contact us for assistance!

Shepard Customer Service
(702) 507-5278
lasvegas@shepardes.com

PAYMENT AUTHORIZATION

Shepard Exposition Services
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Customer Service Phone: (702) 507-5278
Customer Service Fax: (702) 948-0341
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Discount Deadline: April 10, 2014

Please complete the information requested below and return this form with your orders. You may choose to pay by credit card, check payable to Shepard Exposition Services, or bank wire transfer. However, we require your credit card authorization to be on file before we process your order(s) for service. We will use this authorization to charge your credit card account for any additional amounts incurred as a result of show site orders placed by your representative to include material handling charges for shipments received on your company's behalf and any unpaid balance due for Shepard services. **Credits for services will be issued at show site only.**

WIRE TRANSFER

In order to accurately process the transfer of funds from your account, please complete the following information and fax it along with a copy of the wire receipt to the fax number printed on the header of this page. A $50 service charge will be added for processing checks drawn on foreign banks. A $25 service charge will be added for processing U.S. wire transfers. $50 service charge for international wire transfers.

The following information must be included on the bank copy of the wire transfer confirmation:

Name of show that you are attending - ONS 39th Annual Congress
Exhibiting company name
Booth number

Account Name: Shepard Exposition Services, Inc. **Bank Name:** PNC Bank N.A., Pittsburgh, PA 15219 USA
Routing Number: 041000124 **Account Number:** 42-6061-9772
SWIFT CODE (US): PNCCUS33 **SWIFT CODE (INTL):** PNCCUS33

If payment is not received by the date shown above, I hereby agree to have the balance owed to Shepard Exposition Services, Inc. charged to the credit card indicated in the next section.

**** Please be sure to include the *show name or show code and your booth #* as well as the *wire fee* if you are sending a wire transfer, ACH payment, or check.**

EXHIBITING COMPANY INFORMATION

Please fill out the following information:

COMPANY NAME: _____ **BOOTH #** _____
COMPANY ADDRESS: _____ **PHONE:** _____
CITY, ST, ZIP: _____ **FAX:** _____
CONTACT NAME: _____ **EMAIL:** _____

CREDIT CARD INFORMATION

Type of Card: MasterCard ☐ VISA ☐ ☐ Pay by Check* ☐ Pay by Wire* ☐

Credit Card #: _____ **Expiration Date:** Month Year

Billing Address: _____
City, ST, Zip: _____
Name on Card: _____
Security Code:
Authorized Signature: _____

**Please note: You may choose to pay by Check or Wire Transfer, however a credit card is required on file to process all orders.*

***** Are you tax exempt for the state this event occurs in?*** ☐ **Yes** ☐ **No**

If you are tax exempt, you must be provide a tax exemption certificate for the state in which the show is being held.

Please submit tax exemption certificate to: **lasvegas@shepardes.com**

SHEPARD TERMS & CONDITIONS

ONS 39th Annual Congress

PAYMENT POLICY

Show Site Orders: Services ordered at show site will require full payment at the time the order is placed. Purchase orders may not be used in lieu of payment. Regular prices will apply to all show site orders. Floor orders are limited to availability.

Third Party Orders: If you contract your work to a display or exhibit house and require services from Shepard, the payment policy stated above applies. Please pass this information on to them. A Third Party Payment form must be completed and submitted three weeks prior to show opening.

Invoices: Prior to close of show, an invoice will be prepared and delivered to your booth for your review. Credits will be issued at show site only. If you have any questions, or want to pay your invoice by check or cash, please see our customer service representatives at the service desk on site.

Charges: All charges, regardless of amount, must be paid in full by cash, check or credit card. If credit card method is used, please ensure that the card limits are high enough to cover your expected charges.

Past Due Accounts: The buyer understands that there will be a 1 1/2% monthly (18% per year) finance charge on past due accounts and agrees to pay all costs incurred by Shepard Exposition Services while endeavoring to collect this account.

Outbound Services: All outbound services will be processed on your credit card. A copy of the receipt and invoice will be mailed within 10 days of the close of the show.

International Customers: International customers must pay for all services in U.S. funds. A $50 service charge will be added for processing checks or wire transfers drawn on foreign banks.

U.S. Wire Transfers: A $25 service charge will be added for processing U.S. wire transfers. Please complete the wire transfer portion of the Payment Authorization form. The credit card portion of the form must still be completed before your order will be processed.

Tax Exempt Status: If you are tax exempt in the state where the show is held, a copy of the certificate must accompany your order.

Rental Responsibility: All materials are on a rental basis and shall remain the property of Shepard. The customer shall be held financially responsible for any damage to Shepard equipment used by the customer.

Price Quotes: Prices quoted are for the duration of the show and include installation, rental, and removal, except where indicated.

Default Colors: If skirting and carpet colors are not selected, show colors will prevail.

Exchanges and Cancellations: Onsite exchanges and cancellations in orders will be assessed a 100% pick-up fee.

DEFINITIONS AND SHEPARD RESPONSIBILITIES

The name "Shepard" shall be construed within the meaning of this contract as Shepard Exposition Services, Inc. and its employees, officers, agents, and assigns including any subcontractors Shepard may appoint. The term "exhibitor" refers to any party who contracts for services with Shepard. Shepard shall be responsible only for those services which it directly provides, and hereby agrees to execute its contracted duties in good faith. Shepard assumes no responsibility for any person, parties, or other contracting firms not under Shepard's direct supervision and control. Shepard shall not be responsible for loss, delay or damage due to strikes, lockouts, work stoppages, natural elements, vandalism, acts of God, civil disturbances, power failures, acts of terrorism or war, or any other causes beyond Shepard's reasonable control; or for ordinary wear and tear in the handling of materials. Due to the security and liability requirements, Shepard personnel will unload all vendor materials from the loading docks to the booths.

INDEMNIFICATION

The exhibitor agrees to indemnify, forever hold harmless and defend Shepard and its employees, officers and agents from and against any and all claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses on account of personal injury or death, damage to or loss of property or profits arising out of, or contributed to by any of the following: (1) exhibitor's negligent supervision of any labor secured through Shepard or the negligent supervision of such labor by any of the exhibitor's employees, agents, representative, invitees, and/or exhibitor appointed contractor (EAC); (2) exhibitor's negligence, willful misconduct, or deliberate act, or such actions of exhibitor's employees, agents, invitees, representatives, or EACs at the show to which this contract relates, including but not limited to the misuse, improper use, unauthorized alteration or negligent handling of Shepard equipment; or (3) exhibitor's violation of Federal, State or Local ordinance; or violation of show regulations and/or rules as published by the Facility and/or Show Management.

CLAIM(S) FOR LOSS AND PAYMENT FOR SERVICES

Exhibitor agrees that any and all claims for loss or damage shall be submitted to Shepard prior to the conclusion of the show when alleged loss or damage occurred prior to that time, and in all cases within 30 days of the conclusion of the show. For claim reporting purposes, the "conclusion" of the show shall be construed as the end of the day on which exhibitor must vacate the show site. All claims reported after the 30-day period will be rejected. In no event shall a suit or action be brought against Shepard more than one year after the date that loss or damage occurred. Payment for services may not be withheld. In the event of any dispute between Shepard and the exhibitor relative to any loss or damage claim, the exhibitor shall not be entitled to, and shall not withhold payment for Shepard services as an offset against the amount of the alleged loss or damage. Any claim against Shepard shall be considered a separate transaction and shall be resolved on its own merit.

SHEPARD'S LIMITS OF LIABILITY

If found liable for any loss or damage, Shepard's sole and maximum liability for loss or damage to exhibitor's materials will be limited to the repair or replacement with like kind and quantity, subject to a dollar amount not to exceed $5.00 (five dollars) per pound based on the weight of the articles for which Shepard specifically acknowledges receipt in writing. Shepard shall in no event be liable for collateral, exemplary, indirect costs or damages, or loss of sales resulting from, or related to, a claim for loss of or damage to material.

INBOUND AND OUTBOUND SHIPMENTS

Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of the exhibitor or his representative. During such time, the materials will be left unattended. Shepard is not, and cannot be, responsible for loss, damage, theft, or disappearances of exhibitor's materials after same have been delivered to the exhibitor's booth. Similarly, there may be a lapse of time between the completion of packing and the actual pick up of exhibitor's materials from the booth for loading onto a carrier. During such time, the materials will be left unattended. Shepard shall not be responsible for loss, damage, theft, or disappearance of exhibitor's materials before same have been picked up for loading after the show. All materials will be checked at the booth at the time of loading using document(s) submitted by the exhibitor and notations of exceptions to conditions of materials, or piece counts will be made on said document. Shepard assumes no responsibility for loss, damage, theft, or disappearance of exhibitor's materials after same have been delivered to exhibitor's appointed carrier or agent for transportation after the show. Shepard loads materials onto the carrier's truck under the supervision of the carrier driver who checks and signs for the materials. Shepard assumes no liability for any materials after the carrier assumes custody of materials. If exhibitor's designated carrier fails to show by the move out deadline after a show, Shepard shall have the authority to route exhibitor's shipment via an alternate carrier, or return shipment to a local warehouse for disposition at exhibitor's expense.

PACKAGING, CRATES, AND EMPTY CONTAINERS

Shepard shall not be responsible for surface damage to loose or uncrated materials, pad-wrapped, or shrink-wrapped materials. Shepard shall not be responsible for concealed damage, damage to carpets in bags or poly, or damage to materials improperly packed. Shepard shall not be responsible for crates and packaging unsuitable for handling, partially assembled, or having prior damage. Affixing "Empty" storage labels to containers is the sole responsibility of the exhibitor or his representative. All previous labels should be removed. Shepard assumes no responsibility for removal or misdelivery of containers with old labels or incorrect information on labels or for loss or damage to materials stored in containers labeled "empty."

THIRD PARTY PAYMENT AUTHORIZATION

Shepard Exposition Services
5845 Wynn Road, Suites A,B,C,D,Las Vegas, NV 89118
Customer Service Phone: (702) 507-5278
Customer Service Fax: (702) 948-0341
Customer Service Email: lasvegas@shepardes.com

ONS 39TH ANNUAL Congress
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Event Code: C141980514

Discount Deadline: April 10, 2014

The following information must be completed and the form returned to Shepard by the deadline date.

Both parties MUST sign this form indicating acceptance; otherwise, request will be denied.

When a third party is handling your display and/or paying for any services on your behalf, we will agree to this third party arrangement if the following payment is agreed upon and all signatures are properly completed.

By signing this form, both parties agree and understand that the exhibiting firm is responsible for all charges.

In the event that the named third party does not make payment by show close, Shepard will be paid by the exhibiting firm on demand at show site.

The show site invoice may or may not include any outbound services, such as additional material handling, rigging, and/or shipping charges.

SERVICES TO BE COVERED BY THIRD PARTY

☐ **All services**

☐ Rental Furniture
☐ Carpet
☐ Logistics/Transportation
☐ Material Handling *Please complete the Material Handling Authorization Form
☐ Exhibit Display Rentals
☐ Cleaning
☐ Other (please specify): _____
☐ Overhead Rigging/Labor
☐ Installation/Dismantling Labor

Notes: _____

THIRD PARTY INFORMATION

COMPANY NAME: _____ **CONTACT NAME:** _____

COMPANY ADDRESS: _____ **PHONE:** _____

CITY, ST, ZIP: _____ **FAX:** _____

AUTHORIZED SIGNATURE: _____ **EMAIL:** _____

EXHIBITING COMPANY INFORMATION

COMPANY NAME: _____ **BOOTH #** _____

COMPANY ADDRESS: _____ **PHONE:** _____

CITY, ST, ZIP: _____ **FAX:** _____

CONTACT NAME: _____ **EMAIL:** _____

AUTHORIZED SIGNATURE: _____

THIRD PARTY CREDIT CARD INFORMATION

Type of Card: MasterCard ☐ VISA ☐ ☐

Credit Card #: _____ **Expiration Date:** ____ (Month) ____ (Year)

Billing Address: _____ **Security Code:** _____

City, ST, Zip: _____

Name on Card: _____

Authorized Signature: _____

***** Are you tax exempt for the state this event occurs in?*** ☐ **Yes** ☐ **No**

If you are tax exempt, you must be provide a tax exemption certificate for the state in which the show is being held.

Please submit tax exemption certificate to: lasvegas@shepardes.com

EXHIBITOR APPOINTED CONTRACTOR

Shepard Exposition Services
5845 Wynn Road, Suites A,B,C,D,Las Vegas, NV 89118
Customer Service Phone: (702) 507-5278
Customer Service Fax: (702) 948-0341
Customer Service Email: lasvegas@shepardes.com

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Deadline Date: April 3, 2014

Please read the following information entirely prior to signing form and returning to Shepard.

Complete this form for each non-official contractor used. Only the official show contractor or the facility may provide building services, utilities, rigging, material handling, cleaning, and furniture rental.

As the official show contractor, Shepard will provide all standard trade show services, including installation/dismantling labor, but exhibitors may appoint a non-official contractor to provide installation/dismantling labor provided all the following conditions are met:

~ EXHIBITOR must inform Shepard Exposition Services that they have contracted with a non-official contractor by completing this form and returning it by **deadline date**. If form is not submitted by deadline date, the Exhibitor Appointed Contractor will not be allowed to perform work in the hall except to supervise the official contractor provided labor.

~ The CONTRACTOR hired by the exhibitor must, by the deadline date, provide Shepard with a current Certificate of Insurance with minimum limits of $500,000 property damage per occurrence, $1,000,000 personal injury per occurrence, workers compensation aggregate coverage of $1,000,000 per occurrence, and naming Shepard Exposition Services as additionally insured for the time period of the show (including move-in and move-out days).

~ The CONTRACTOR must abide by the rules and regulations of the show and all pertinent union regulations.

~ CONTRACTOR employees must wear approved identification badges at all times while in the work area. Badge will be issued at show site to authorized contractor representatives when all requirements have been met.

~ If the non-official contractor is empowered to incur expense on behalf of the exhibitor, a Third Party Payment Authorization form must be completed and returned to Shepard. The exhibitor agrees that he is ultimately responsible for the cost of all services provided in connection to the exhibitor's booth.

~ The non-official contractor agrees to have evidence, in the booth, that it has a valid authorization from the Exhibitor for services.

~ The non-official contractor must confine its operations to the exhibit area of its clients. No service desks, storage areas or other work facilities will be located anywhere in the facility. Show aisles and public areas are not part of the Exhibitor's booth space.

~ The non-official contractor may not solicit business on the exhibit floor.

~ The non-official contractor must have all business licenses, work permits and insurance required by State and City governments and Facility Management before beginning work, and shall provide Show Management with evidence of compliance.

~ If required, the non-official contractor must be able to provide evidence that it has current and applicable labor contracts and must comply with all labor agreements and jurisdictions. The non-official contractor must not jeopardize the production of the event by any act or practice that would lead to work stoppages, strikes or labor disputes.

~ Non-official contractor employees must wear approved identification badges at all times while in the work area. Badges will be issued at show site, to authorized representatives, when all requirements have been met.

The following information must be completed and the form returned to Shepard by the deadline date.

Name of Non-official Contractor: _____

Services to be performed: _____

Contact Name: _____

Contact Phone: _____ **Fax:** _____

Contact Address: _____

Exhibitor's Signature: _____ **Date:** _____

Exhibiting Company Name: _____ **Booth #** _____

SIGNATURE SERIES PACKAGES

Shepard Exposition Services
5845 Wynn Road, Suites A,B,C,D,Las Vegas, NV 89118
Customer Service Phone: (702) 507-5278
Customer Service Fax: (702) 948-0341
Customer Service Email: lasvegas@shepardes.com

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Signature Series - We Make Exhibiting EZ!!

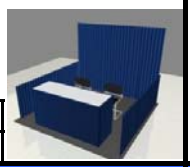
Signature Series Packages offer one stop shopping convenience for all of your trade show needs.

100 SERIES PACKAGE

~ 10'x10' Expo Carpet *(Select Color)* 50255
- ☐ (01) Red ☐ (13) Teal ☐ (06) Black
- ☐ (05) Blue ☐ (10) Grey ☐ (07) Burgundy

~ 6'Lx42"H Skirted Counter *(Select Color)* 50047
- ☐ (01) Red ☐ (04) Gold ☐ (07) Burgundy
- ☐ (02) Green ☐ (05) Blue ☐ (10) Grey
- ☐ (03) White ☐ (06) Black ☐ (13) Teal

~ (2) Padded Stools with Back 50024
~ Wastebasket 50091
~ One Time Vacuuming for 100 sq. ft 47001
~ 200 lbs. Material Handling* 35030/35010



	Qty.	Discount	Regular	Amount
66320		961.65	1250.15	

200 SERIES PACKAGE

~ 10'x10' Expo Carpet *(Select Color)* 50255
- ☐ (01) Red ☐ (13) Teal ☐ (06) Black
- ☐ (05) Blue ☐ (10) Grey ☐ (07) Burgundy

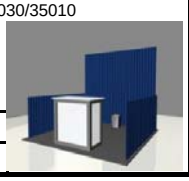
~ 30" Star Base Pedestal Table 50032
~ (2) Padded Arm Chairs 50021
~ Wastebasket 50091
~ One Time Vacuuming for 100 sq. ft. 47001
~ Up to 200 lbs. Material Handling* 35030/35010

	Qty.	Discount	Regular	Amount
66323		770.50	1001.65	

300 SERIES PACKAGE

~ 10'x10' Expo Carpet *(Select Color)* 50255
- ☐ (01) Red ☐ (13) Teal ☐ (06) Black
- ☐ (05) Blue ☐ (10) Grey ☐ (07) Burgundy

~ 1 Meter Locking Cabinet (LC3) 66284
~ Wastebasket 50091
~ One Time Vacuuming for 100 sq. ft. 47001
~ Up to 200 lbs. Material Handling* 35030/35010



	Qty.	Discount	Regular	Amount
66326		896.45	1165.40	

400 SERIES PACKAGE

~ 10'x10' Expo Carpet *(Select Color)* 50255
- ☐ (01) Red ☐ (13) Teal ☐ (06) Black
- ☐ (05) Blue ☐ (10) Grey ☐ (07) Burgundy

~ 10'x10' Piercce Booth 66477
~ Wastebasket 50091
~ One Time Vacuuming for 100 sq. ft. 47001
~ Up to 200 lbs. Material Handling* 35030/35010

	Qty.	Discount	Regular	Amount
66329		2876.30	3739.20	

*Some restrictions may apply - material handling based on standard freight, does not include small packages, late to warehouse surcharges, special handling, marshaling yard or other applicable fees.

☐ **GO GOLD!!** Upgrade your package to include 100 sq. ft. of 1/2" Carpet Padding (50009) and Visqueen (50010).
GO PLATINUM!! Includes the Gold Upgrade plus daily vacuuming and (1) 500 watt electrical drop.

	Discount	Regular
	118.75	154.40
	343.75	446.90

Subtotal:	$
8.000% Tax*:	$
Amount Due:	$

Please complete the following:

Company Name: _____ **Booth #:** _____
Contact Name: _____ **Phone #:** _____
Authorized Signature: _____

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.
Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order. There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received in writing 48 hours prior to first exhibitor move-in day. Rental items not ordered and found in use in your booth are subject to "Regular" rate billing.
*** All tax rates are subject to change.**

CARPETING & CLEANING

ONS 39TH ANNUAL Congress
May 1–4 • Anaheim, CA

Shepard Exposition Services
5845 Wynn Road, Suites A,B,C,D,Las Vegas, NV 89118
Customer Service Phone: (702) 507-5278
Customer Service Fax: (702) 948-0341
Customer Service Email: lasvegas@shepardes.com

Event Code: C141980514

Discount Deadline: April 10, 2014

EXPO CARPET - 16 OZ.

Choose Color:

Red (01) ☐ Black (06) ☐
Blue (05) ☐ Teal (13) ☐
Tuxedo (50) ☐ Burgundy (07) ☐

	Qty.	Item	Discount	Regular	Amount
50255		10' x 10'	203.50	264.55	
50256		10' x 20'	387.30	503.50	
50257		10' x 30'	577.75	751.10	
50258		10' x 40'	768.15	998.60	

Variation in dye lot may occur when ordering more than one cut of carpet unless ordered as Special Cut Carpet.

SPECIAL CUT EXPO CARPET

50006		Per Square Foot	3.80	4.95	

Visqueen will automatically be installed at published rate listed below to protect Special Cut carpet during move-in. Please note all carpet is a maximum of ten feet wide and is installed accordingly.

Prices quoted above include installation and taping of front edge only. All rental carpet is delivered clean to your booth space, but during setup, carpet may become dirty. Please order cleaning service at least once before show opening.

PREMIUM CARPET - 32 OZ., 100% ULTRA CUT PILE WITH ACTION BACK OR JUTE BACKING

Choose Color:

Red (01) ☐ Charcoal (17) ☐
Silver Cloud (18) ☐ Black (06) ☐
Deep Navy (22) ☐ Cobalt (21) ☐

	Qty.	Item	Discount	Regular	Amount
46001		Rental/sq.ft	6.20	8.05	
46003		Rental 1000+/sq.ft	5.25	6.85	
46002		Purchase/sq.ft.	15.80	20.55	

Minimum 100 sq. ft. is required. No refunds on cancellations.
Rental includes installation and removal of carpet and visqueen.

Purchase carpet: please fill out Labor Order Form (carpet installation section) to have carpet installed.

PADDING & VISQUEEN

	Qty.	Item	Discount	Regular	Amount
50009		1/2" Padding	1.00	1.30	
50008		1" Padding	2.25	2.95	
50010		Visqueen	0.40	0.50	

BOOTH DIMENSIONS

What is your booth size (ft.)?

[ ] X [ ] = [ ] sq. ft.

BOOTH CLEANING - Minimum 100 sq.ft.

Booth cleaning rates are per square foot.

	Qty.	Item	Discount	Regular	Amount
47001		Vacuum Once	0.44	0.55	
47002		Daily Vacuum	1.32	1.70	

Carpet is delivered clean, but may become dirty during setup. We suggest that you order vacuuming at least once before show opening.

PERIODIC PORTER SERVICE

Porter Service Rates are per square foot

	Qty.	Item	Discount	Regular	Amount
47030		Porter Svc Once	0.50	0.65	
47031		Daily Porter Svc	1.50	1.95	

Porter Service includes emptying wastebaskets within the booth every two hours during the show. It may be ordered once for only the first day of the show or daily.

Please note: booth cleaning and porter service are non-taxable for this show.

Total Carpeting & Cleaning	$
8.00% Tax*:	$
Amount Due:	$

Company Name: _____ **Booth #:** _____
Contact Name: _____ **Phone #:** _____
Authorized Signature: _____

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EXPO FURNISHINGS

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Discount Deadline: April 10, 2014

TABLES - ALL DISPLAY TABLES ARE 24" WIDE

Choose drape color (place color code next to order):

Red (01) Gold (04) Burgundy (07)
Green (02) Blue (05) Grey (10)
White (03) Black (06) Teal (13)

SKIRTED TABLES

Code	Qty.	Color	Size	Discount	Regular	Amount
50042			4'L X 30"H	126.05	163.85	
50046			6'L X 30"H	154.95	201.45	
50050			8'L X 30"H	196.30	255.20	
50043			4'L X 42"H	153.20	199.15	
50047			6'L x 42"H	196.25	255.15	
50051			8'L x 42"H	230.75	300.00	
50052			4th Side 30"	76.65	99.65	
50171			4th Side 42"	76.65	99.65	

Tables are skirted 3-sided, must order 4th side for all sides to be draped on 6' and 8' tables.

UNSKIRTED TABLES

Code	Qty.	Size	Discount	Regular	Amount
50040		4'L X 30"H	89.80	116.75	
50044		6'L X 30"H	105.15	136.70	
50048		8'L X 30"H	126.40	164.30	
50041		4'L X 42"H	101.15	131.50	
50045		6'L x 42"H	126.40	164.30	
50049		8'L x 42"H	140.95	183.25	

RISERS - WOODEN PLANKING, 8" WIDE

DRAPED RISERS

Code	Qty.	Size	Discount	Regular	Amount
50082		4'L X 6"H	50.65	65.85	
50084		6'L X 6"H	69.25	90.05	
50086		8'L X 6"H	87.90	114.25	
50083		4'L X 12"H	110.05	143.05	
50085		6'L x 12"H	137.00	178.10	
50087		8'L x 12"H	152.70	198.50	

UNDRAPED RISERS

Code	Qty.	Size	Discount	Regular	Amount
50076		4'L X 6"H	26.15	34.00	
50078		6'L X 6"H	36.75	47.80	
50080		8'L X 6"H	123.40	160.40	
50077		4'L X 12"H	50.75	66.00	
50079		6'L x 12"H	72.45	94.20	
50081		8'L x 12"H	88.50	115.05	

STANDARD SEATING

Code	Qty.	Item	Discount	Regular	Amount
50020		Side Chair	78.75	102.40	
50021		Arm Chair	111.65	145.15	
50024		Stool w/back	124.75	162.20	

STANDARD ACCESSORIES

Code	Qty.	Item	Discount	Regular	Amount
50091		Wastebasket	23.00	29.90	
50094		Floor Easel	45.30	58.90	
50245		Literature Rack	174.15	226.40	
LS1		LS1 Literature Rack	286.90	372.95	

Code	Qty.	Item	Discount	Regular	Amount
50175		Bag Rack	221.55	288.00	
50092		Coat Rack	78.65	102.25	
50093		Garment Rack	221.55	288.00	

Code	Qty.	Item	Discount	Regular	Amount
50427		Tensabarrier Stanchion	93.45	121.50	
50095		Sign Holder, 22x28	103.20	134.15	

SKIRTING OF EXHIBITOR EQUIPMENT-per linear ft.

Code	Qty.	Item	Discount	Regular	Amount
50058		Sateen Skirting	17.30	22.50	

Please select sateen color from below:

☐ Red (01) ☐ Gold (04) ☐ Burgundy (07)
☐ Green (02) ☐ Blue (05) ☐ Grey (10)
☐ White (03) ☐ Black (06) ☐ Teal (13)

Total Expo Furnishings: $
8.000% Tax*: $
Amount Due: $

Please complete the following:

Company Name: _____ **Booth #:** _____
Contact Name: _____ **Phone #:** _____
Authorized Signature: _____

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SPECIALTY FURNISHINGS/ACCESSORIES

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SPECIALTY CHAIRS AND TABLES

36" Diameter
42" or 30" H

24" W x 18" H

	Qty.	Item	Discount	Regular	Amount
51086		Director's Chair	83.75	108.90	
51090		Director's Stool	149.80	194.75	
51089		Ped. Table,42"	220.15	286.20	
50032		Ped. Table,30"	220.15	286.20	
50030		Rnd Side Table	106.50	138.45	
50031		Sq. Side Table	106.50	138.45	

SHOWCASES

Full View

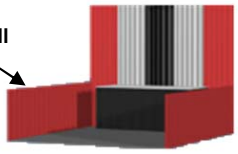
Quarter View

	Qty.	Item	Discount	Regular	Amount
50067		Full View 4'	834.95	1085.45	
50068		Full View 6'	920.95	1197.25	
50069		Quarter View 4'	834.95	1085.45	
50070		Quarter View 6'	920.95	1197.25	

Standard Showcases are a gray finish.

MISCELLANEOUS ITEMS

	Qty.	Item	Discount	Regular	Amount
50185		Drawing Bowl	48.90	63.55	
50098		Refrigerator	635.80	826.55	
50088		8' Upright	29.30	38.10	
50089		8' Crossbar	19.50	25.35	



SPECIAL DRAPERY BACKGROUNDS - Per linear foot

Must be approved by show management.

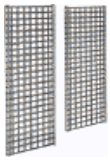
	Lin. Ft.	Item	Discount	Regular	Amount
50073		8' High	19.90	25.85	
50074		3' High	15.70	20.40	

Choose Color: **Minimum 4' panel rental required.**

☐ Red (01) ☐ Blue (05) ☐ Grey (10)

☐ White (03) ☐ Black (06) ☐ Burgundy (07)

GRID AND GRID ACCESSORIES



	Qty.	Size	Discount	Regular	Amount
50236		2'x8' w/legs, each	199.65	259.55	
50237		2'x8' w/o legs, each	149.65	194.55	
50242		7-Ball Waterfall	13.70	17.80	

Other accessories available, please call customer service for more information.

VELCRO TACK BOARD

50061

50060

	Qty.	Item	Discount	Regular	Amount
50060		4' X 8' Horz.	270.30	351.40	
50061		4' x 8' Vert.	270.30	351.40	

Total Specialty Furnishings/Accessories:	$
8.000% Tax*:	$
Amount Due:	$

Please complete the following:

Company Name: _____ **Booth #:** _____

Contact Name: _____ **Phone #:** _____

Authorized Signature: _____

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TRADE SHOW

DESIGN GUIDE

2012

Shepard

PREMIERE COLLECTIONS

SEE INDIVIDUAL CATEGORIES FOR DETAILED PRODUCT INFORMATION

ROMA

NEW

CHR003

SFA003

MIRABEL

NEW

SFA001

CHR001

ALLEGRO

NEW

CHR002

SFA002

KEY WEST

OCB

LSM

SOM

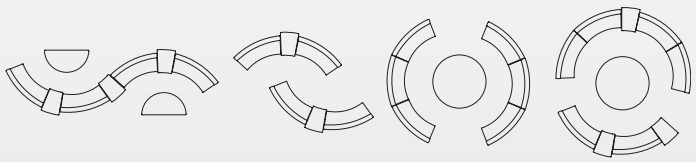
SOUTH BEACH

OTS

SO1

SO2

Suggested Uses of South Beach



MARRAKESH

SON

CHN

LISBON

CHC

LSC

SOC

ASTRO

CHQ

SOQ

MEMPHIS

MPS

MPC

NEWPORT

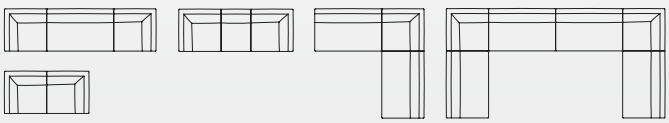
COD

LSD

SED

CHD

Suggested Uses of Newport



SOFAS & SECTIONALS

SFA003

SFA001

SFA002

SO1

SOC

SOQ

SON

SOM

MPS

SO2

SED

4

LOVESEATS

LSD

LSM

LSC

Sofas & Sectionals

SFA003 Roma
White Vinyl
78"L 31"D 33"H

SFA001 Mirabel
Brown Leather
76"L 35"D 32"H

SFA002 Allegro
Blue Fabric
73"L 34.5"D 29.5"H

SO1 South Beach Sofa
Platinum Suede
69"L 29"D 33"H

SOC Lisbon Sofa
Black Leather
88"L 36"D 34"H

SOQ Astro Sofa
Light Beige
83"L 36"D 29"H

SON Marrakesh Sofa
Light Beige
83"L 36"D 29"H

SOM Key West Sofa
Black
85"L 35"D 33"H

MPS Memphis Sofa
(Mini Size)
Black
55"L 31"D 28"H

SO2 South Beach 3 pc.
Sectional Platinum Suede
152"L 40"D 33"H

SED Newport 3 pc. Sectional
Charcoal Leather
113"L 34"D 33"H

Loveseats

LSD Newport Loveseat
Charcoal Leather
54"L 34"D 33"H

LSM Key West Loveseat
Black
57"L 35"D 33"H

LSC Lisbon Loveseat
Black Leather
64"L 36"D 34"H

CLUB CHAIRS

CHR003

CHR001

CHR002

CHD

COD

CHC

MPC

CHQ

CHN

OCCASIONAL CHAIRS

SCD

SCC

SCE

CH001

CCE

OCA

OCH

BCW

OCU

OCB

OCL

OCY

OCC

OCZ

OCR

Club Chairs

CHR003 Roma
White Vinyl
37"L 31"D 33"H

CHR001 Mirabel
Brown Leather
36"L 35"D 32"H

CHR002 Allegro
Blue Fabric
36"L 34.5"D 29.5"H

CHD Newport Armless Chair
Charcoal Leather
24"L 34"D 33"H

COD Newport Corner
Charcoal Leather
34"L 34"D 33"H

CHC Lisbon Chair
Black Leather
40"L 36"D 34"H

MPC Memphis Chair
(Mini Size) Black
27.25"L 31.75"D 27.5"H

CHQ Astro Chair
Light Beige
36"L 36"D 29"H

CHN Marrakesh Chair
Light Beige
34"L 37"D 38"H

Occasional Chairs

SCD Fusion Chair
Green, White
19"L 21"D 32"H

SCC Fusion Chair
Clear, White
19"L 21"D 32"H

SCE Fusion Chair
Red, White
19"L 21"D 32"H

CH001 Casper Chair
Clear Acrylic
21"L 21"D 36.5"H

CCE Ice Chair
Transparent, Chrome
17.25"L 20"D 32"H

OCA T-Vac Chair
Translucent, Chrome
25"L 23"D 30"H

OCH Madrid Chair
Black Leather
30"L 30"D 31"H

BCW Madrid Chair
White Leather
30"L 30"D 31"H

OCU Globus Chair
White Vinyl, Chrome
28"L 26"D 28"H

OCB Key West Tub Chair
Black
31"L 31"D 31"H

OCL Cappuccino Chair
Chocolate
29"L 29"D 34"H

Stage Chair
24"L 26"D 36"H
OCY Onyx
OCC Camel
OCZ Beige
OCR Red

OTTOMANS

VIB01

VIB02

VIB03

VIB04

VIB05

VIB06

VIB07

PUZ2SW

OTS

OTQ

OTN

OTP

OTM

OSA

OSB

OTK

OTL

CCZ

CCB

CCW

OTH

OSC

Ottomans

Vibe Cube Ottoman
Waterproof
18"L 18"D 18"H
VIB01 Green Vinyl
VIB02 Blue Vinyl
VIB03 Pink Vinyl
VIB04 Red Vinyl
VIB05 Yellow Vinyl
VIB06 Gold/Bronze Vinyl
VIB07 Champagne Vinyl

PUZ2SW Puzzle Bench Ottoman
White
48"L 24"D 18"H

OTS South Beach Ottoman
Wedge, Platinum Suede
25"L 31"D 18"H

OTQ Square Ottoman
White Leather
40"L 40"D 17"H

OTN Bench Ottoman
White Leather
24"L 60"D 17"H

OTP Square Ottoman
Black Leather
40"L 40"D 17"H

OTM Bench Ottoman
Black Leather
24"L 60"D 17"H

OSA Oval Ottoman
Black Leather
52"L 32"D 19"H

OSB Oval Ottoman
White Leather
52"L 32"D 19"H

OTK Half Round Ottoman
Black Leather
6' L 3'D 17"H

OTL Half Round Ottoman
White Leather
6'L 3'D 17"H

CCZ Circle Ottoman
Black, White Leather
6'L 6'D 17"H

CCB Circle Ottoman
Black Leather
6'L 6'D 17"H

CCW Circle Ottoman
White Leather
6'L 6'D 17"H

OTH Cube
Black Leather
17"L 17"D 18"H

OSC Cube
White Leather
17"L 17"D 18"H

OCCASIONAL COCKTAIL TABLES

COLI

C1E

C1D

C1K

C1F

C1C

C1W

C1Y

OCCASIONAL END TABLES

EOLI

E1E

E1D

E1K

E1F

E1C

E1W

E1Y

7

Occasional Cocktail Tables

COLI Oliver Cocktail Table
47"L 27"D 19"H

C1E Silverado Table
36" Round 17"H

C1D Soho Table
Steel Base, Chocolate Top
38"L 38"D 18.5"H

C1K Inspiration Table
42"L 28"D 18"H

C1F Geo Rectangle Table
Glass, Black
50"L 22"D 16"H

C1C Geo Rectangle Table
Glass, Chrome
50"L 22"D 16"H

C1W Sydney Table
White
48"L 26"D 18"H

C1Y Sydney Table
Black
48"L 26"D 18"H

Occasional End Tables

EOLI Oliver End Table
22" Round 22"H

E1E Silverado End Table
24" Round 22"H

E1D Soho End Table
Steel Base, Chocolate Top
26"L 26"D 27"H

E1K Inspiration End Table
24"L 28"D 22"H

E1F Geo End Table
Glass, Black
26"L 26"D 20"H

E1C Geo End Table
Glass, Chrome
26"L 26"D 20"H

E1W Sydney End Table
White
27"L 23"D 22"H

E1Y Sydney End Table
Black
27"L 23"D 22"H

CONFERENCE TABLES

OCT6W

CG1

CE1

CF1

CF2

CE2

6'–CB2

8'–CB3

6'–CD2

8'–CD3

6'–CC6
8'–CC7
10'–CC8

6'–CT06GR
8'–C508GR
10'–CT10GR

CB1

CD1

CC5

SAMPLE CONFERENCE SETS

Conference Tables

OCT6W Nova Oval Table
6' White, Silver Powder Coated Legs
71"L 35.5"D 29"H

CG1 Manhattan Table
Glass, Black
42" Round 29"H

CE1 Geo Table
Square Rounded Glass, Chrome
42"L 42"D 29"H

CF1 Geo Table
Square Rounded Glass, Black
42"L 42"D 29"H

CF2 Geo Table
Rectangle Glass, Black
60"L 36"D 29"H

CE2 Geo Table
Rectangle Glass, Chrome
60"L 36"D 29"H

CB2 Table
6' Graphite Nebula
72"L 36"D 29"H

CB3 Table
8' Graphite Nebula
96"L 36"D 29"H

CD2 Table
6' Grey Nebula
72"L 36"D 29"H

CD3 Table
8' Grey Nebula
96"L 36"D 29"H

CC6 Table
6' Mahogany
72"L 36"D 29"H

CC7 Table
8' Mahogany
96"L 48"D 29"H

CC8 Table
10' Mahogany
120"L 48"D 29"H

CT06GR Table
6' Granite
72"L 36"D 29"H

C508GR Table
8' Granite
96"L 44"D 29"H

CT10GR Table
10' Granite
120"L 46"D 29"H

CB1 Table
Graphite Nebula
42"Round 29"H

CD1 Table
Grey Nebula
42" Round 29"H

CC5 Table
Mahogany
42" Round 29"H

CONFERENCE CHAIRS

SC9

SC8

SC1

SC4

SC6

SC2

SC3

SC5

CO4

XC3

XC6

CS8

CS9

EXECUTIVE CHAIRS

XC2

XC1

XC5

XC4

OTO

Conference Chairs

SC9 Panton Chair
White
20"L 24"D 33"H

SC8 Flex Chair With Wheels
24"L 22"D 31"H

SC1 New York Chair
Onyx Seat, Maple Back, Chrome Legs
23"L 32"D 33"H

SC4 Jetson Chair
Black
19"L 18"D 31"H

SC6 Manhattan Chair
Oyster
26"L 22"D 34"H

SC2 Brewer Chair
Grey, Chrome
20"L 20"D 32"H

SC3 Brewer Chair
Onyx, Black
20"L 20"D 32"H

SC5 Tilt Executive Chair
With Arms, Onyx, Black
26"L 25"D 34"H

CO4 Iso Mesh Chair
Black
26"L 24"D 38"H

XC3 Luxor Guest Chair
Black Leather
27"L 28"D 40"H

XC6 Altura Guest Chair
Black Crepe
25"L 20"D 34"H

CS8 Berlin Chair
Black
18"L 22"D 32"H

CS9 Berlin Chair
Red
18"L 22"D 32"H

Executive Chairs

XC2 Luxor Executive Chair
Mid Back, Black Leather
27"L 28"D 41"H Adjustable

XC1 Luxor Executive Chair
High Back, Black Leather
27"L 28"D 47"H Adjustable

XC5 Altura Executive Chair
Mid Back, Black Crepe
25"L 25"D 37"H Adjustable

XC4 Altura Executive Chair
High Back, Black Crepe
25"L 25"D 43"H Adjustable

OTO Perth Chair
High Back, Black
23"L 21"D 43"H Adjustable

BAR TABLES

30"–VTK
36"–VTP

30"–VTJ
36"–VTN

VTM

30MHSB

VTF

VTB

VTC

30"–WTK
36"–WTP

30"–WTJ
36"–WTN

WTM

30MHTB

WTF

WTB

WTC

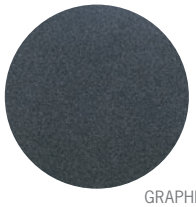
10

TABLE TOP OPTIONS

MAHOGANY

MAPLE

GREY NEBULA


GRAPHITE NEBULA

Bar Tables

Standard Black Base
30" Round 42"H
VTK Maple Top
VTJ Graphite Nebula Top
30MHSB Mahogany Top
VTF Metallic Silver Top
VTB Brushed Red Top
VTC Brushed Blue Top

Standard Black Base
36" Round 42"H
VTP Maple Top
VTN Graphite Nebula Top
VTM Grey Nebula Top

Tulip Chrome Base
30" Round 42"H
WTK Maple Top
WTJ Graphite Nebula Top
30MHTB Mahogany Top
WTF Metallic Silver Top
WTB Brushed Red Top
WTC Brushed Blue Top

Tulip Chrome Base
36" Round 42"H
WTP Maple Top
WTN Graphite Nebula Top
WTM Grey Nebula Top

CAFE TABLES

30"–ZTK
36"–ZTP

30"–ZTJ
36"–ZTN

ZTM

30MHSC

ZTF

ZTB

ZTC

30"–XTK
36"–XTP

30"–XTJ
36"–XTN

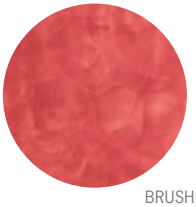
XTM

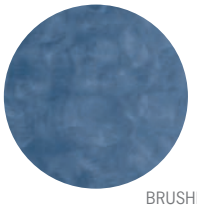
30MHTC

XTF

XTB

XTC


BRUSHED
RED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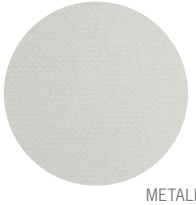

METALLIC
SILVER

SAMPLE BAR TABLE SETS

BSD, WTF

BSS, WTB

BSL, VTK

BSN, VTJ

Cafe Tables

Standard Black Base
30" Round 29"H
ZTK Maple Top
ZTJ Graphite Nebula Top
30MHSC Mahogany Top
ZTF Metallic Silver Top
ZTB Brushed Red Top
ZTC Brushed Blue Top

Standard Black Base
36" Round 29"H
ZTP Maple Top
ZTN Graphite Nebula Top
ZTM Grey Nebula Top

Tulip Chrome Base
30" Round 29"H
XTK Maple Top
XTJ Graphite Nebula Top
30MHTC Mahogany Top
XTF Metallic Silver Top
XTB Brushed Red Top
XTC Brushed Blue Top

Tulip Chrome Base
36" Round 29"H
XTP Maple Top
XTN Graphite Nebula Top
XTM Grey Nebula Top

Sample Bar Table Sets

BSD Oslo Barstool
Blue
17"L 20"D 30"H

WTF Bar Table
Tulip Chrome Base
Metallic Silver Top
30" Round 42"H

BSS Banana Barstool
Black, Chrome
21"L 22"D 30"H

WTB Bar Table
Tulip Chrome Base
Brushed Red Top
30" Round 42"H

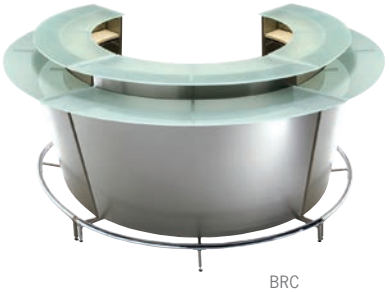
BSL Gin Barstool
Maple, Chrome
16"L 16"D 29"H

VTK Bar Table
Standard Black Base
Maple Top
30" Round 42"H

BSN Jetson Barstool
Black
18"L 19"D 29"H

VTJ Bar Table
Standard Black Base
Graphite Nebula Top
30" Round 42"H

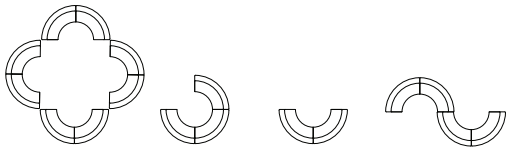
BARS



BRC

BR1

Suggested Uses of Martini Bar



BAR STOOLS

BS001

BS002

BS3

BS1

BS2

BST

BSS

BCE

BSD

BSC

BSL

BSN

Bars

BRC Circle Martini Bar
Comprised of three
BR1 Martini Bars
100"L 100"D 47"H

BR1 Martini Bar
50"L 50"D 47"H

Bar Stools

BS001 Shark Swivel
Barstool
White Plastic w/ Arms,
Chrome Base
22"L 19"D 34"–44"H

BS002 Zoey Swivel Barstool
White Vinyl, Chrome Base
15"L 17"D 31"–35"H

BS3 Ohio Barstool
Grey, Chrome
18" Round 31"H Adjustable

BS1 Ohio Barstool
Red, Chrome
18" Round 31"H Adjustable

BS2 Ohio Barstool
Black, Chrome
18" Round 31"H Adjustable

BST Banana Barstool
White, Chrome
21"L 22"D 30"H

BSS Banana Barstool
Black, Chrome
21"L 22"D 30"H

BCE Ice Barstool
Transparent, Chrome
16.75"L 16"D 37.75"H

BSD Oslo Barstool
Blue
17"L 20"D 30"H

BSC Oslo Barstool
White
17"L 20"D 30"H

BSL Gin Barstool
Maple, Chrome
16"L 16"D 29"H

BSN Jetson Barstool
Black
18"L 19"D 29"H

TRAINING ROOM

CP5

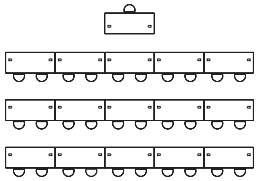
PO3

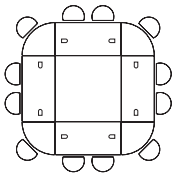
PO1

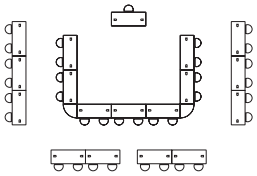
WD2

CP3, CP4

Suggested Uses of Training Table and Connecting Wedge







UTILITY CHAIRS

SY1

DF1

13

Training Room

CP5 Computer Table
Graphite Nebula
36"L 30"D 42"H

PO3 Kiosk
Black, Maple
24"L 21"D 42"H

PO1 Lecturn Podium
Cherry
24"L 19"D 50"H

WD2 Writing Desk
Graphite
48"L 24"D 30"H

CP3 Training Table
Wire Grommets,
Privacy Panel, Grey
48"L 24"D 30"H

CP4 Connector Wedge
Matches Training Table
24"L 24"D 1"H

Utility Chairs

SY1 Altura Task Chair
Black Crepe
25"L 26"D 21"H

DF1 Altura Drafting Stool
Black Crepe
25"L 26"D 34"H

LAMPS

BOOKCASES & PRODUCT DISPLAYS

BC6

BC7

PDL

ET2

ET1

Lamps

LA15 Mason Floor Lamp
Brushed Silver
18" Round 55"H

LA14 Mason Table Lamp
Brushed Silver
16" Round 26"H

TRW Trovato LED Floor Lamp
White
7"L 7"D 72"H

TRH Trovato Table Lamp
White
7"L 7"D 26"H

Bookcases & Product Displays

Plastic Pedestal
Black
PMB36 24"L 24"D 36"H
PMB42 24"L 24"D 42"H

BC6 Bookcase
Mahogany
36"L 13"D 71"H

BC7 Bookcase
Graphite
36"L 13"D 71"H

PDL Locking Door Pedestal
Black
24"L 24"D 42"H

ET2 Etagere
Black
30"L 16"D 70"H

ET1 Etagere
Pewter
30"L 16"D 70"H

DESKS & CREDENZAS

JD6

JD7

CR6

CR7

FILES

VF4

VF2

L26

L27

FRIDGES

R1R

R1Q

15

Desks & Credenzas

JD6 Executive Desk
Mahogany
60"L 30"D 29"H

JD7 Executive Desk
Graphite
60"L 30"D 29"H

CR6 Credenza
Mahogany
72"L 24"D 29"H

CR7 Credenza
Graphite
72"L 24"D 29"H

Files

VF4 Vertical File
4 Drawer
27"L 19"D 52"H

VF2 Vertical File
2 Drawer
27"L 19"D 28"H

L26 Lateral File
Mahogany
36"L 20"D 29"H

L27 Lateral File
Graphite
36"L 20"D 29"H

Fridges

R1R Refrigerator
White
14.0 cubic feet
20"L 30"D 65"H

R1Q Refrigerator
White
4.0 cubic feet
20"L 22"D 33"H

NEW

FUSION

Contemporary white-framed occasional chair available with a green, clear or red seat back

ROMA

Modern white vinyl club chair available with a coordinating sofa

SHARK

Sleek white swivel barstool with adjustable chrome base

MAKE YOUR SPACE UNIQUE

WITH STYLISH FURNISHINGS TO SET YOUR BOOTH APART.

ALLEGRO
10' x 10' Booth

KEY WEST
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10' x 10' Booth

ROMA
10' x 10' Booth

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SEATING

Qty.	Item	Discount	Regular	Amount
	Sofas & Sectionals			
	SO1-South Beach Sofa, P. Suede	869.55	1130.40	
	SOC-Lisbon Sofa, Blk Leather	1008.00	1310.40	
	SOQ-Astro Sofa, Cream	938.70	1220.30	
	SON-Marrakesh Sofa, Light Beige	758.40	985.90	
	SFA002- Allegro Sofa	596.30	775.20	
	SOM-Key West Sofa, Black	766.75	996.80	
	MPS-Memphis Sofa	721.40	937.80	
	SO2-3pc. South Beach, P. Suede	1754.40	2280.70	
	SED-3pc. Newport, Charcoal Leather	1960.55	2548.70	
	SFA003-Roma Sofa, White	700.75	911.00	
	SFA001-Mirabel Sofa, Brown Leather	700.75	911.00	
	Club Chairs			
	CHD-Newport Armless, Charcoal	482.25	626.95	
	COD-Newport Corner, Charcoal	555.50	722.15	
	CHC-Lisbon Chair, Black Leather	617.70	803.00	
	MPC- Memphis Chair	511.90	665.45	
	CHR002-Allegro Chair	389.15	505.90	
	CHQ-Astro Chair, Cream	620.65	806.85	
	CHN-Marrakesh Chair, Light Beige	539.05	700.75	
	CHR003-Roma Chair, White	457.00	594.10	
	CHR001-Mirabel Chair, Brown Leather	457.00	594.10	

Qty.	Item	Discount	Regular	Amount
	Loveseats			
	LSD-Newport, Charcoal Leather	875.55	1138.20	
	LSM-Key West, Black	679.80	883.75	
	LSC-Lisbon, Black Leather	816.15	1061.00	
	Occasional Chairs			
	CCE-ICE, Transparent/Chrome	264.95	344.45	
	OCA-T-Vac, Translucent, Chrome	358.20	465.65	
	OCH-Madrid Black Leather	968.50	1259.05	
	BCW-Madrid Chair, White	1047.50	1361.75	
	OCU-Globus-White Leather	535.65	696.35	
	OCB-Key West Tub, Black	557.40	724.60	
	OCL-Cappuccino, Chocolate	440.40	572.50	
	OCY-Stage, Onyx	260.90	339.15	
	OCC-Stage, Camel	241.20	313.55	
	OCZ-Stage, Beige	244.95	318.45	
	OCR-Stage, Red	241.20	313.55	
	SCD-Fusion, Green/White	120.65	156.85	
	SCC-Fusion, Clear/White	120.65	156.85	
	SCE-Fusion, Red/White	120.65	156.85	
	CH001-Casper, Clear Acrilic	158.45	206.00	

Qty.	Item	Discount	Regular	Amount
	Ottomans			
	OTS-South Beach Wedge	310.70	403.90	
	OTQ-Square, White Leather	427.55	555.80	
	OTN-Bench, White Leather	478.75	622.40	
	OTP-Square, Black Leather	496.15	645.00	
	OTM-Bench, Black Leather	517.75	673.10	
	OSA-Oval, Black	415.00	539.50	
	OSB-Oval, White	383.75	498.90	
	VIB02-Vibe Cube, Blue	119.30	155.10	
	VIB04-Vibe Cube, Red	119.30	155.10	
	VIB05-Vibe Cube, Yellow	115.80	150.55	
	VIB07-Vibe Cube, Champaigne	115.75	150.50	

Qty.	Item	Discount	Regular	Amount
	Ottomans			
	OSC-Cube, White Leather	146.20	190.05	
	OTH-Cube, Black Leather	158.05	205.45	
	OTK-Half Round, Blk Leather	500.70	650.90	
	OTL-Half Round, Wht Leather	500.70	650.90	
	CCZ-Circle, Black/White Leather	778.45	1012.00	
	CCB-Circle, Black Leather	778.45	1012.00	
	CCW-Circle, White Leather	778.45	1012.00	
	VIB03-Vibe Cube, Pink	119.30	155.10	
	VIB06-Vibe Cube, Gold/Bronze	119.30	155.10	
	VIB01-Vibe Cube, Green	115.75	150.50	
	PUZ2SW-Puzzle Bench, White	274.25	356.55	

COCKTAIL AND END TABLES

Qty.	Item	Discount	Regular	Amount
	Occasional Cocktail Tables			
	C1E-Silverado	367.55	477.80	
	C1D-Soho, Steel/Chocolate	470.20	611.25	
	C1K-Inspiration	377.90	491.25	
	C1F-Geo Rect., Glass/Black	336.00	436.80	
	C1C-Geo Rect., Glass/Chrme	345.80	449.55	
	COLI - Oliver Cocktail Table	219.70	285.60	
	C1W-Sydney, White	354.80	461.25	
	C1Y-Sydney, Black	354.80	461.25	

Qty.	Item	Discount	Regular	Amount
	Occasional End Tables			
	E1E-Silverado	345.80	449.55	
	E1D-Soho, Steel/Chocolate	436.75	567.80	
	E1K-Inspiration	370.95	482.25	
	E1F-Geo, Glass/Black	314.20	408.45	
	E1C-Geo, Glass/Chrme	324.15	421.40	
	EOLI-Oliver End Table	206.25	268.15	
	E1W-Sydney, White	328.90	427.55	
	E1Y-Sydney, Black	328.90	427.55	

Please complete the following:

Company Name:		**Booth #:**	
Contact Name:		**Phone #:**	
Authorized Signature:			

Subtotal	$
8.000% Tax:	$
Amount Due:	$

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order. There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received 24 hours prior to first exhibitor move-in day.

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CONFERENCE TABLES & CHAIRS

Qty.	Item	Discount	Regular	Amount
	Conference Tables			
	CF2-Geo Table, Black	541.50	703.95	
	CE1-Geo Table, Sq. Chrome	387.40	503.60	
	CF1-Geo Table, Sq. Black	367.55	477.80	
	CG1-Manhattan Table, Black	399.20	518.95	
	CE2-Geo Table, Chrome	561.40	729.80	
	CB2-6' Graphite Table	604.80	786.25	
	CB3-8' Graphite Table	733.25	953.25	
	CD2-6' Grey Nebula Table	559.25	727.05	
	CD3-8' Grey Nebula Table	677.95	881.35	
	CC6-6' Mahogany Table	561.40	729.80	
	CC7-8' Mahogany Table	691.70	899.20	
	CC8-10' Mahogany Table	1100.80	1431.05	
	CB1-42" Round, Graphite Nebula	496.05	644.85	
	CD1-42" Round, Grey Nebula	458.70	596.30	
	CC5-42" Round, Mahogany Table	493.30	641.30	
	OCT6W-Nova, Oval White	469.25	610.05	

Qty.	Item	Discount	Regular	Amount
	Conference Chairs & Utility Seating			
	SC9-Panton Chair, White	260.90	339.15	
	SC8-Flex Chair with wheels	215.40	280.00	
	SC1-New York Chair	247.00	321.10	
	SC4-Jetson Chair	247.00	321.10	
	SC6-Manhattan Chair	302.45	393.20	
	SC2-Brewer Chair, Grey	231.25	300.65	
	SC3-Brewer Chair, Onyx	231.25	300.65	
	SC5-Tilt Executive Chair	405.70	527.40	
	CO4-Iso Mesh Chair	399.00	518.70	
	XC3-Luxor Guest Chair	486.25	632.15	
	XC2-Luxor Executive Chair	487.90	634.25	
	XC1-Luxor Executive, High-back	561.40	729.80	
	XC6-Altura Guest Chair	432.90	562.75	
	XC5-Altura Executive Chair	476.30	619.20	
	XC4-Altura Executive, High-back	517.75	673.10	
	OTO-Otto Chair, High-back, Black	592.90	770.75	
	CS8-Berline Chair, Black	145.80	189.55	
	CS9-Berlin Chair, Red	145.80	189.55	
	SY1-Altura Task Chair	262.90	341.75	
	DF1-Altura Drafting Stool	389.50	506.35	

CAFÉ TABLES

Qty.	Item	Discount	Regular	Amount
	Café Tables- Black Base			
	ZTK-30" Maple Top/Black Base	272.50	354.25	
	ZTP-36" Maple Top/Black Base	303.15	394.10	
	ZTJ-30" Graphite Top/Black Base	272.50	354.25	
	ZTN-36" Graphite Top/Black Base	303.15	394.10	
	ZTM-36" Grey Top/Black Base	303.15	394.10	
	ZTE-36" Brandy Top/Black Base	358.20	465.65	
	ZTF-30" Metallic Silver Top/Blk Base	294.25	382.55	
	ZTB-30" Red Top/Black Base	259.50	337.35	
	ZTC-30" Blue Top/Black Base	259.50	337.35	

Qty.	Item	Discount	Regular	Amount
	Café Tables - Tulip Chrome Base			
	XTK-30" Maple Top/Chrome Base	358.20	465.65	
	XTP-36" Maple Top/Chrome Base	408.70	531.30	
	XTJ-30" Graphite Top/Chrome Base	376.05	488.85	
	XTN-36" Graphite Top/Chrome Base	408.70	531.30	
	XTM-36" Grey Top/Chrome Base	408.70	531.30	
	XTE-36" Brandy Top/Chrome Base	389.20	505.95	
	XTF-30" Met. Silver Top/Chrme Base	394.70	513.10	
	XTB-30" Red Top/Chrome Base	483.20	628.15	
	XTC-30" Blue Top/Chrome Base	483.20	628.15	

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BAR TABLES, BARS, & BAR STOOLS

Qty.	Item	Discount	Regular	Amount
	Bar Tables- Black Base			
	VTK-30" Maple Top/Black Base	314.70	409.10	
	VTP-36" Maple Top/Black Base	310.70	403.90	
	VTJ-30" Graphite Top/Black Base	314.70	409.10	
	VTN-36" Graphite Top/Black Base	326.20	424.05	
	VTM-36" Grey Top/Black Base	326.20	424.05	
	VTE-36" Brandy Top/Black Base	374.65	487.05	
	VTF-30" Met. Silver Top/Black Base	356.90	463.95	
	VTB-30" Red Top/Black Base	299.75	389.70	
	VTC-30" Blue Top/Black Base	314.70	409.10	
	Barstools			
	BS3-Ohio, Grey/Chrome	239.80	311.75	
	BS1-Ohio, Red/Chrome	239.80	311.75	
	BS2-Ohio, Black/Chrome	239.80	311.75	
	BST-Banana, White/Chrome	322.45	419.20	
	BSS-Banana, Black/Chrome	322.40	419.10	
	BS001-Shark, Swivel White	274.25	356.55	
	BS002-Zoey, Swivel White	249.90	324.85	
	BCE-Ice, Transparent /Chrome	297.40	386.60	

Qty.	Item	Discount	Regular	Amount
	Bar Tables- Chrome Base			
	WTK-30" Maple Top/Chrome Base	380.05	494.05	
	WTP-36" Maple Top/Chrome Base	418.50	544.05	
	WTJ-30" Graphite Top/Chrome Base	399.00	518.70	
	WTN-36" Graphite Top/Chrome Base	418.50	544.05	
	WTM-36" Grey Top/Chrome Base	418.50	544.05	
	WTE-36" Brandy Top/Chrome Base	418.50	544.05	
	WTF-30" Met. Silver Top/Chrome Base	439.45	571.30	
	WTB-30" Red Top/Chrome Base	380.05	494.05	
	WTC-30" Blue Top/Chrome Base	380.05	494.05	
	Barstools			
	BSD-Oslo, Blue	335.80	436.55	
	BSC-Oslo, White	335.80	436.55	
	BSL-Gin, Maple	255.20	331.75	
	BSN-Jetson, Black	362.65	471.45	
	Bars			
	BRC-Circle Martini Bar	5263.25	6842.25	
	BR1-Martini Bar	1828.55	2377.10	

MISCELLANEOUS ITEMS

Qty.	Item	Discount	Regular	Amount
	Training Room			
	CP5-Computer Table-Graphite	525.75	683.50	
	PO3-Kiosk, Black/Maple	629.40	818.20	
	PO1-Lecturn Podium, Cherry	399.00	518.70	
	WD2-Writing Desk, Graphite	462.45	601.20	
	CO4-Flex Back Chair, Charcoal	399.00	518.70	
	CP3-Training Table	416.65	541.65	
	CP4-Connector Wedge	190.05	247.05	
	Desks, Bookcases, Credenzas, Lateral Files, Files			
	BC6-Bookcase, Mahogany	448.95	583.65	
	BC7-Bookcase, Graphite	439.45	571.30	
	JD6-Executive Desk, Mahogany	688.95	895.65	
	JD7-Executive Desk, Graphite	688.95	895.65	
	L26-Lateral File, Mahogany	556.50	723.45	
	L27-Lateral File, Graphite	525.75	683.50	
	CR6-Credenza, Mahogany	699.90	909.85	
	CR7-Credenza, Graphite	659.70	857.60	
	VF4-Vertical File, 4-drawer	328.90	427.55	
	VF2-Vertical File, 2-drawer	241.20	313.55	

Qty.	Item	Discount	Regular	Amount
	Product Display- Pedestals			
	PDL-42"H Pedestal, Locking	618.55	804.10	
	PMB36-36"H Molded, Black	351.50	456.95	
	PMB42-42"H Molded, Black	414.25	538.55	
	PDK-42"H Pedestal, Graphite	604.80	786.25	
	Product Display- Etageres			
	ET2-Etagere, Black	448.95	583.65	
	ET1-Etagere, Pewter	448.95	583.65	
	Lamps			
	TRW-Trovato, White Floor Lamp	372.65	484.45	
	TRH-Trovato, White Table Lamp	276.20	359.05	
	LA15-Mason Silver Floor Lamp	194.65	253.05	
	LA14-Mason Silver Table Lamp	131.80	171.35	
	Refrigerators			
	R1R-White 14 Cubic Feet	1048.95	1363.65	
	R1Q-White 4 Cubic Feet	366.50	476.45	

Please complete the following:

Company Name: _____ **Booth #:** _____

Contact Name: _____ **Phone #:** _____

Authorized Signature: _____

Subtotal	$
8.000% Tax:	$
Amount Due:	$

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order. There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received 24 hours prior to first exhibitor move-in day.

INLINE BOOTH RENTALS

ONS 39TH ANNUAL Congress
May 1–4 • Anaheim, CA

Shepard Exposition Services
1531 Carroll Drive, NW Atlanta, GA 30318
Exhibit Solutions Sales Phone: 404-720-8652
Exhibit Solutions Sales Fax: 404-720-8757
Exhibit Solutions Email: ESSRentals@shepardes.com

Event Code: C141980514
Discount Deadline: April 1, 2014

EXHIBIT SOLUTIONS INLINE BOOTH RENTALS

Let our Exhibit Solutions team make Exhibiting EZ with a Turnkey Rental Booth!!

- *Custom Design for Rentals
- *Onsite Logistics Management
- *Freight Management
- *Graphic Development/Printing
- *Installation/Dismantle
- *Custom Furniture Rental

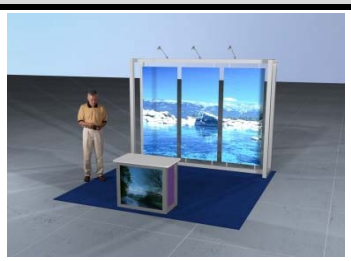
Please visit us online for additional options and information: ***http://www.shepardes.com/shep-gallery.html***

The Eddie

Qty.	Description	Discount	Regular
	10' x 10'	3216.25	4181.15
	10' x 20'	5237.50	6808.75
	Subtotal		

(66470, 66471)

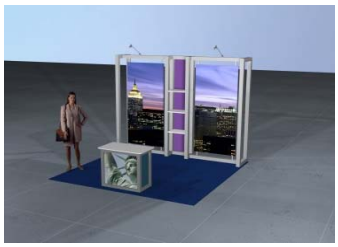
The Jonathon



Qty.	Description	Discount	Regular
	10' x 10'	2243.75	2916.90
	10' x 20'	3927.50	5105.75
	Subtotal		

(66474, 66475)

The Pierce



Qty.	Description	Discount	Regular
	10' x 10'	2783.15	3618.10
	10' x 20'	5284.40	6869.70
	Subtotal		

(66477, 66478)

The Madison

Qty.	Description	Discount	Regular
	10' x 10'	3375.00	4387.50
	10' x 20'	4000.00	5200.00
	Subtotal		

(66484, 66485)

The Grant

Qty.	Description	Discount	Regular
	10' x 10'	3562.50	4631.25
	10' x 20'	4937.50	6418.75
	Subtotal		

(66486, 66487)

The Harrison

Qty.	Description	Discount	Regular
	10' x 10'	3275.00	4257.50
	10' x 20'	4812.50	6256.25
	Subtotal		

(66492, 66493)

All Exhibit Booth Rentals include installation/dismantling and graphic panels as shown (not all booths have graphic panels). Prices quoted are for print-ready graphics. If graphics submitted are not print-ready, additional fees may apply. Please contact the Exhibit Solutions Department with any questions you may have at 404-720-8652.
****Please Note** Carpet is not included. To order please refer to the Carpet & Cleaning form.**

Please fax completed form to Exhibit Solutions Department at 404-720-8757.

Please complete the following:

Company Name: _____ **Booth #:** _____
Contact Name: _____ **Phone #:** _____
Authorized Signature: _____

Subtotal	$
8.000% Tax*:	$
Amount Due:	$

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INLINE BOOTH RENTALS

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1531 Carroll Drive, NW Atlanta, GA 30318
Exhibit Solutions Sales Phone: 404-720-8652
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Event Code: C141980514
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EXHIBIT SOLUTIONS INLINE BOOTH RENTALS

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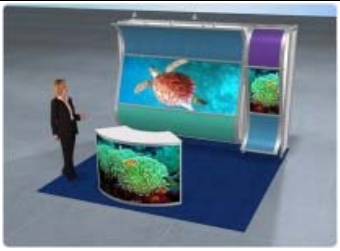
*Custom Design for Rentals *Onsite Logistics Management *Freight Management

Please visit us online for additional options and information: http://www.shepardes.com/shep-gallery.html

The Jackson



Qty.	Description	Discount	Regular
	10' x 10'	3493.75	4541.90
	10' x 20'	5281.25	6865.65
	Subtotal		

(66490, 66491)

The Lincoln

Qty.	Description	Discount	Regular
	10' x 10'	3312.50	4306.25
	10' x 20'	4562.50	5931.25
	Subtotal		

(66482, 66483)

The Roosevelt

Qty.	Description	Discount	Regular
	10' x 10'	3468.75	4509.40
	10' x 20'	5500.00	7150.00
	Subtotal		

(66488, 66489)

The Lucy

Qty.	Description	Discount	Regular
	10' x 10'	2062.50	2681.25
	Subtotal		

(66473)

The Dale

Qty.	Description	Discount	Regular
	10' x 10'	3600.00	4680.00
	Subtotal		

(66481)

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****Please Note**** **Carpet is not included, to order please refer to the Carpet & Cleaning form.**

Please fax completed form to Exhibit Solutions Department at 404-720-8757.

Please complete the following:

Company Name: _____ **Booth #:** _____
Contact Name: _____ **Phone #:** _____
Authorized Signature: _____

Subtotal	$
8.000% Tax*:	$
Amount Due:	$

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* All tax rates are subject to change.

ISLAND BOOTH RENTALS

ONS 39TH ANNUAL Congress
May 1–4 • Anaheim, CA

Shepard Exposition Services
1531 Carroll Drive, NW Atlanta, GA 30318
Exhibit Solutions Sales Phone: 404-720-8652
Exhibit Solutions Sales Fax: 404-720-8757
Exhibit Solutions Email: ESSRentals@shepardes.com

Event Code: C141980514
Discount Deadline: April 1, 2014

EXHIBIT SOLUTIONS ISLAND BOOTH RENTALS

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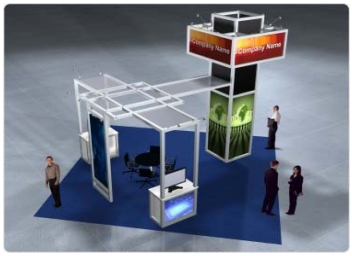
*Custom Design for Rentals *Onsite Logistics Management *Freight Management
*Graphic Development/Printing *Installation/Dismantle *Custom Furniture Rental

Please visit us online for additional options and information: http://www.shepardes.com/shep-gallery.html

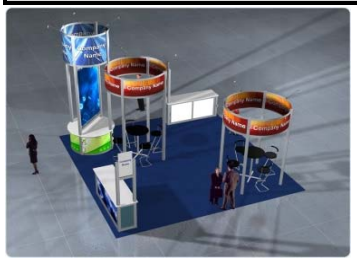
The Monroe



Qty.	Description	Discount	Regular
	20' x 20'	8187.50	10643.75
Subtotal			

(66494)

The Jefferson



Qty.	Description	Discount	Regular
	20' x 20'	12187.50	15843.75
Subtotal			

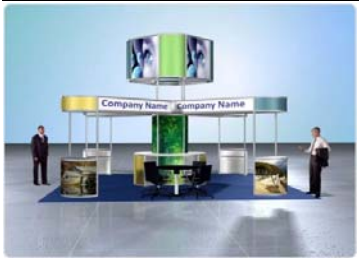
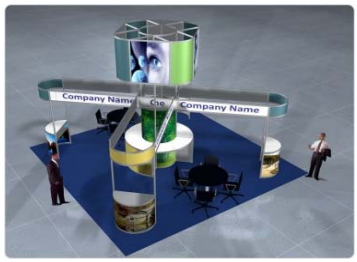
(66498)

The Taylor

Qty.	Description	Discount	Regular
	20' x 20'	11450.00	14885.00
Subtotal			

(66480)

The Washington

Qty.	Description	Discount	Regular
	20' x 20'	11750.00	15275.00
Subtotal			

(66368)

All Exhibit Booth Rentals include installation/dismantling and graphic panels as shown for print-ready graphics. If graphics submitted are not print-ready, additional fees may apply. Please contact the Exhibit Solutions Department with any questions at 404-720-8652.
****Please Note** Carpet is not included, to order please refer to the Carpet & Cleaning form.**

Please fax completed form to Exhibit Solutions Department at 404-720-8757.

Please complete the following:

Company Name: _____ **Booth #:** _____
Contact Name: _____ **Phone #:** _____
Authorized Signature: _____

Subtotal	$
8.000% Tax*:	$
Amount Due:	$

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ISLAND BOOTH RENTALS

Shepard Exposition Services

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Exhibit Solutions Sales Fax: 404-720-8757

Exhibit Solutions Email: ESSRentals@shepardes.com

ONS 39TH ANNUAL Congress

May 1–4 • Anaheim, CA

Event Code: C141980514

Discount Deadline: April 1, 2014

EXHIBIT SOLUTIONS ISLAND BOOTH RENTALS

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- *Custom Design for Rentals
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- *Freight Management
- *Graphic Development/Printing
- *Installation/Dismantle
- *Custom Furniture Rental

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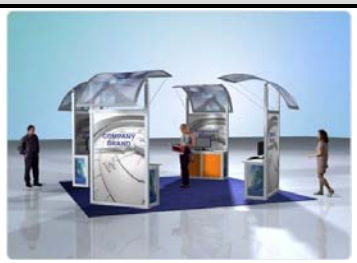
The Adams



Qty.	Description	Discount	Regular
	20' x 20'	11875.00	15437.50
Subtotal			

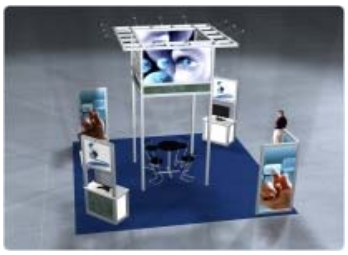
(66497)

The Tyler

Qty.	Description	Discount	Regular
	20' x 20'	8743.75	11366.90
Subtotal			

(66495)

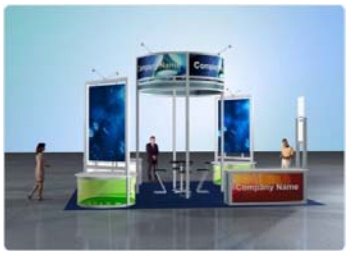
The Garfield



Qty.	Description	Discount	Regular
	20' x 20'	8562.50	11131.25
Subtotal			

(66496)

The Cleveland



Qty.	Description	Discount	Regular
	20' x 20'	12750.00	16575.00
Subtotal			

(66499)

All Exhibit Booth Rentals include installation/dismantling and graphic panels as shown for print-ready graphics. If graphics submitted are not print-ready, additional fees may apply. Please contact the Exhibit Solutions Department with any questions at 404-720-8652.
****Please Note** Carpet is not included, to order please refer to the Carpet & Cleaning form.**

Please fax completed form to Exhibit Solutions Department at 404-720-8757.

Please complete the following:

Company Name: _____ **Booth #:** _____

Contact Name: _____ **Phone #:** _____

Authorized Signature: _____

Subtotal	$
8.000% Tax*:	$
Amount Due:	$

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EXHIBIT RENTAL ACCESSORIES

ONS 39TH ANNUAL Congress
May 1–4 • Anaheim, CA

Shepard Exposition Services
1531 Carroll Drive, NW Atlanta, GA 30318
Exhibit Solutions Sales Phone: 404-720-8652
Exhibit Solutions Sales Fax: 404-720-8757
Exhibit Solutions Email: ESSRentals@shepardes.com

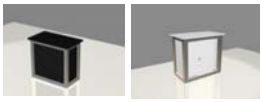
Event Code: C141980514

Discount Deadline: April 1, 2014

SHOWCASES AND LOCKING CABINETS

Quarterview Showcase
4' 6" W X 1' 9" D x 3' 3" H

Square Showcase
1' 9" W x 1" 9" D x 7' H



LC3
3' 9" W x 2' 3" D x 3' 6" H

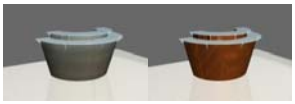
Showcases					
Code	**Qty.**	**Description**	**Discount**	**Regular**	**Amount**
66270		**Quarterview**	1066.90	1386.95	
Please choose metal color: ☐ Black (06) ☐ White (03) ☐ Silver (15)					
66272		**Square**	1151.45	1496.90	
Please choose metal color: ☐ Black (06) ☐ White (03) ☐ Silver (15)					

Locking Cabinets					
Code	**Qty.**	**Description**	**Discount**	**Regular**	**Amount**
66282		**LC1**	790.70	1027.90	
Please choose metal color: ☐ Black (06) ☐ White (03) ☐ Silver (15)					
66283		**LC2**	959.55	1247.40	
Please choose metal color: ☐ Black (06) ☐ White (03) ☐ Silver (15)					
66284		**LC3**	583.30	758.30	
Please choose panel color: ☐ Black (06) ☐ White (03)					

LC1 - 1 meter wide
3' 6" W x 1' 9" D x 3' 6" H

LC2 - 1.5 meters wide
5' W x 1' 9" D x 3' 6" H

RECEPTION COUNTERS AND COMPUTER STANDS



RC1
7' 9" W x 3' 5" D x 3' 9" H

RC2
4' 9"W x 2' 3"D x 3' 3"H

RC3
5' 3"W x 3' 3"D x 3' 6"H

CS1 ***CS2***
CS1 - 3' W x 1' 9" D x 6' 3" H
CS2 - 2' 3" W x 1' 6" D x 6' 3" H

Reception Counters and Computer Stands					
Code	**Qty**	**Description**	**Discount**	**Regular**	**Amount**
66274		**RC1**	2200.45	2860.60	
Please choose metal color: ☐ Chrome (CH) ☐ Wood (W)					
66275		**RC2**	813.20	1057.15	
Please choose metal color: ☐ Black (06) ☐ White (03) ☐ Silver (15)					
66276		**RC3***	1763.95	2293.15	
66285		**CS1***	1025.90	1333.65	
66286		**CS2**	597.90	777.25	

*Item includes graphics. A Shepard Representative will contact you with art requirements.

PRODUCT DISPLAY AND TRAFFIC BUILDERS

Product Display					
Code	**Qty**	**Description**	**Discount**	**Regular**	**Amount**
66277		**Gondola**	565.00	734.50	
Please choose metal color: ☐ Black (06) ☐ White (03) ☐ Silver (15)					
66278		**GL1***	997.90	1297.25	
66279		**GL2***	944.20	1227.45	

*Item includes graphics. A Shepard Representative will contact you with art requirements.

Phone Charging Station					
Code	**Qty**	**Description**	**Discount**	**Regular**	**Amount**
66430		Phone Station	1812.50	2356.25	

Gondola
3' 6" W x 1' 9" D x 5' H

GL1 ***GL2***
GL1 - 5' 4" W x 1' 3" D x 8' H
GL2 - 4' 3" W x 1' 3" D x 7' H

Please note that electrical services must be ordered separately .You may find the forms in the Utilities section of the service manual.

Please fax completed form to the Exhibit Solutions Department at 404-720-8757.

Please complete the following:

Company Name: _____ **Booth #:** _____

Contact Name: _____ **Phone #:** _____

Authorized Signature: _____

Subtotal	$
8.000% Tax*:	$
Amount Due:	$

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

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*** All tax rates are subject to change.**

SIGN ORDER FORM

Shepard Exposition Services
5845 Wynn Road, Suites A,B,C,D,Las Vegas, NV 89118
Customer Service Phone: (702) 507-5278
Customer Service Fax: (702) 948-0341
Customer Service Email: lasvegas@shepardes.com

ONS 39TH ANNUAL Congress
May 1–4 • Anaheim, CA

Event Code: C141980514

Discount Deadline: April 10, 2014

SIGNS, BANNERS AND ACCESSORIES

Code	Qty.	Description	Discount	Regular	Amount
Standard Foamcore Signs, Single-sided					
70009		Vertical, 22" x 28"	169.05	219.75	
70010		Horz., 22" x 28"	169.05	219.75	
70011		Vertical, 28" x 44"	257.65	334.95	
70012		Horz., 28" x 44"	257.65	334.95	
70025		Meterboard, 39" x 90.75"	521.40	677.80	
Accessories					
70017		Blank Foamcore, 4'x 8'	45.95	59.75	
70021		Velcro, per ft, min. 5 ft.	3.00	3.90	

Code	Qty.	Description	Discount	Regular	Amount
Vinyl Banners with Digital Printing					
70065		grommets, per sq. ft.-Vertical	21.45	27.90	
70071		grommets, per sq. ft. - Horizontal	21.45	27.90	
70066		Pockets, per sq. ft. - Vertical	23.05	29.95	
70072		Pockets, per sq. ft.- Horizontal	23.05	29.95	

Code	Qty.	Description	Discount	Regular	Amount
Replacement ID Sign - Cardstock					
70004		7" x 44" Horz.	50.55	65.70	

Sign prices are based on customer supplying print-ready graphics in the requested format (see below).

Please complete the following:

Company Name: _____ **Booth #:** _____

Contact Name: _____ **Phone #:** _____

Authorized Signature: _____

Subtotal	$
8.000% Tax*:	$
Amount Due:	$

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.
Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.
Graphic files/requests must be received by discount deadline date to qualify for discounted prices.
There are no exchanges or refunds once sign has been ordered and processed.
*** All tax rates are subject to change.**

SIGN SUBMISSION INFORMATION

Please follow these requests, so Shepard can provide the highest of quality signs for your show.

File Submission Media

~ CD-ROM
~ Email attachment (4 mgs or smaller only)
~ FTP (.zip compression), call for FTP information

When sending disks, please label them with the following:
Exhibitor Co. Name, Booth #, Show Name, Show Date

Artwork Dimensions & Color Specifications

~ All artwork submitted should be created at 100% actual size or in 10% reduction increments (please indicate scale used)
~ Specify target colors as PMS C or U, and send us 100% accurate proofs with your disk. (Color variations may occur due to output devices.)

Acceptable Software & Formats

~ Adobe Illustrator (AI/EPS), InDesign, Photoshop & Acrobat
~ Files should be formatted in high-resolution quality, 100-300 dpi
~ Vector-based artwork preferred with fonts converted to outline

Other Graphic Services Available

~ Artwork/graphic design serivces (70067)
~ Logo reproduction (70052)
~ Special artwork mounting (70069)

Please note: If customer-provided graphic files are not to exact specifications/requirements, a design-time surcharge will apply.

HANGING SIGNS

Attention Getting ● High Visibility ● Great Branding

Easy ● Cost Effective Rental ● Durable Dye Sublimation Graphics

CIRCLE DESIGN			
Code	**Size**	**Discount***	**Regular**
69140	10' x 48"	5156.25	7218.75
69142	16' x 48"	8195.00	11473.00

SQUARE DESIGN			
Code	**Size**	**Discount***	**Regular**
69143	10' x 48"	6270.00	8778.00

TRIANGULAR DESIGN			
Code	**Size**	**Discount***	**Regular**
69144	10' x 48"	5073.75	7103.25

WAVE DESIGN			
Code	**Size**	**Discount***	**Regular**
69145	10' x 48" Single	2234.40	3128.15
69146	10' x 48" Double	3062.50	4287.50

EZ Ordering

All Kits Include:

- Dye sublimation printed fabric pillow case
- Rental frame
- Blockout liner
- Carrying case
- Basic harness
- Delivery to showsite
- Weighs under 75 pounds
- Rigging not included

Call today to order! 404-720-8652

- Additional shapes and sizes available
- Artwork requirements available

Discount deadline: Tuesday, April 01, 2014

Artwork, hanging sign order and payment authorization form must be received by the Discount Deadline to receive discount pricing.

Exhibit Solutions Phone: **404 - 720 - 8652**
Exhibit Solutions Fax: **404 - 720 - 8757**
Customer Service Email: ESSRentals@Shepardes.com
Event Code: C141980514

ONS 39th Annual Congress

May 1 - 3, 2014
Anaheim Convention Center - Anaheim, California

Company Name: _____ **Booth #:** _____
Contact Name: _____ **Phone #:** _____
Authorized Signature: _____

Subtotal	$
8.000% Tax*:	$
Amount Due:	$

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must meet discount criteria above to receive discounted pricing. Payment Authorization must be completed and returned with order. Cancellations will only be accepted in writing 7 days prior to move-in if graphics have not been produced. Cancellations will not be accepted once graphic artwork has been submitted and approved for production.

HANGING SIGNS 101

ONS 39th Annual Congress

GUIDELINES AND SERVICE CONTRACTOR RESPONSIBILITIES

- Shepard Exposition Services certified riggers ONLY will be allowed in aerial lifts.
- Shepard Exposition Services employees are ONLY personnel allowed to operate mechanized equipment
- Shepard Exposition Services certified riggers must assemble and disassemble ALL overhead rigging including:
  *Overhead Truss
  * Attachment and removal of light fixtures for truss or signs
  * Assembly of hanging sign frame and graphics
  * Additional installation required for chain motors, span sets and other packages.
- Shepard Exposition Services certified riggers must install and remove ALL hanging materials that will be flown overhead.
- Exhibitors are REQUIRED to include hanging/setup instructions and orientation diagrams in advance.
- All ceiling rigging must conform to Show Management rules and regulations and facility limitations.
- Overhead hanging signs are to be sent in a separate container directly to the advance warehouse using the Advance Hanging Sign shipping label included in this manual. The container must arrive no later than advance warehouse deadline date. If these procedures are not followed, Shepard Exposition Services cannot guarantee the hanging of your sign and additional fees will apply.
- Structures weighing over 200 lbs. per point must have a rigging plot plan approved in advance.
- Electrical signs must be in working order and in accordance with the National Electrical Code. Electrical services must be ordered through the Electrical Service Provider (form included in manual).

CHECKLIST FOR ORDERING HANGING SIGNS

- ☐ **Submit Payment Authorization Form**
  (OR Third Party Payment Authorization if paying for this service on behalf of an exhibiting company)
- ☐ **Order Assembly Labor to have your sign built by Shepard Certified Riggers**
  (Fill out top section of the Hanging Sign Overhead Rigging Form)
- ☐ **Order Install and Dismantle for all Hanging Signs, Truss and Motors**
- ☐ **Order any necessary Chain Motors, Rotating Motors and Truss**
  (Remember to place separate electrical order to power any motors!)
- ☐ **Submit Diagrams with orientation, dimensions and placement for ALL materials that will be flown overhead.**
- ☐ **Package Hanging Sign(s) in a separate container from exhibit materials**
- ☐ **Label Hanging Sign(s) using the Hanging Sign Shipping Label from this service manual**
- ☐ **Ship Hanging Sign(s) to the Advanace Warehouse by:** Tuesday, April 22, 2014

HANGING SIGN OVERHEAD RIGGING

Shepard Exposition Services

5845 Wynn Road, Suites A,B,C,D,Las Vegas, NV 89118

Customer Service Phone: (702) 507-5278

Customer Service Fax: (702) 948-0341

Customer Service Email: lasvegas@shepardes.com

ONS 39TH ANNUAL Congress

May 1–4 • Anaheim, CA

Event Code: C141980514

Discount Deadline: April 10, 2014

SIGN ASSEMBLY/DISMASSEMBLY LABOR

I will need Shepard Supervised Labor for (please check one):

○ Installation ○ Dismantling ○ Both Install/Dismantle

SIGN ASSEMBLY LABOR

Code	Est Hours	Item	Discount	Regular	Amount
69150		ST	111.25	144.65	$
69151		OT	166.88	216.95	$
69152		DT	222.50	289.25	$

I will need Exhibitor Supervised Labor for (please check one):

○ Installation ○ Dismantling ○ Both Install/Dismantle

SIGN DISASSEMBLY LABOR

Code	Est Hours	Item	Discount	Regular	Amount
69153		ST	111.25	144.65	$
69154		OT	166.88	216.95	$
69155		DT	222.50	289.25	$

****Supervisory fee is 30% of total cost or $60, whichever is greater.**

Sup install: 68069 Sup dismantle: 68073

ST - Straight time: Monday-Friday, 8:00 AM - 4:30 PM

OT - Overtime: Monday-Friday, 4:30 PM - 8:30 PM

DT - Doubletime: All day Saturday and Sunday, all other hours and holidays

Total Estimated Assembly/Dismantle: $

N/A Tax*: $

Estimated Amount Due: $

Please Note: Shepard Certified Riggers are required to assemble all hanging signs to ensure structural integrity.
Any signs that are not assembled by approved Shepard Certified Riggers are subject to an inspection fee.

OVERHEAD RIGGING CREW

RIGGING INSTALLATION

Code	Est Hours	Item	Discount	Regular	Amount
69001		ST	616.25	801.15	$
69002		OT	727.50	945.75	$
69005		DT	838.75	1090.40	$

RIGGING REMOVAL

Code	Est Hours	Item	Discount	Regular	Amount
69003		ST	616.25	801.15	$
69004		OT	727.50	945.75	$
69006		DT	838.75	1090.40	$

ST - Straight time: Monday-Friday, 8:00 AM - 4:30 PM

OT - Overtime: Monday-Friday, 4:30 PM - 8:30 PM

DT - Doubletime: All day Saturday and Sunday, all other hours and holidays

Total Estimated Install/Removal: $

N/A Tax*: $

Estimated Amount Due: $

Rates are per lift and crew (up to 3 riggers) per hour. One hour minimum per lift/crew - lift/crew thereafter is charged in 1/2 increments.

Straight time cannot be guaranteed. Must order by discount deadline date to receive advance pricing.

Other charges will apply for additional supplies required to ensure structural integrity of overhead sign.

REQUESTED DATE, TIME & SUPERVISION

Please indicate below who will be present to supervise sign assembly and installation:

☐ Shepard Supervision ☐ Exhibitor Supervision ☐ Display House (EAC)

If Non-Shepard Supervision is required, please request date and time:

Assembly: Date: _____ Time: _____

Install: Date: _____ Time: _____

Dismantle: Date: _____ Time: _____

Please note: Shepard will commence rigging per requested time. Should hanging sign or supervision not be present at requested time a 1 Hour Crew Minimum charge will be assessed.

Please complete the following:

Subtotal: $

N/A Tax*: $

Amount Due: $

Company Name: _____ **Booth #:** _____

Contact Name: _____ **Phone #:** _____

Authorized Signature: _____

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.

Orders cancelled without written notice 48-hours prior to move-in will be charged a one (1) hour cancellation fee.

*** All tax rates are subject to change.**

OVERHEAD RIGGING EQUIPMENT

Shepard Exposition Services
1531 Carroll Drive NW, Atlanta GA 30318
Exhibit Solutions Phone: 404-720-8652
Exhibit Solutions Fax: 404-720-8757
Exhibit Solutions Email: ESSRentals@shepardes.com

ONS 39TH ANNUAL Congress
May 1–4 • Anaheim, CA

Event Code: C141980514

Discount Deadline: April 10, 2014

RIGGING GUIDELINES

- All ceiling rigging must conform to Show Management rules and regulations and facility limitations.
- All overhead rigging/hanging must be assembled, installed, and removed by Shepard Exposition Services certified riggers.
- Overhead hanging signs are to be sent in a separate container directly to the advance warehouse using the Advance Hanging Sign shipping label included in this manual. The container must arrive no later than advance warehouse deadline date. If these procedures are not followed, Shepard Exposition Services cannot guarantee the hanging of your sign.
- Electrical signs must be in working order and in accordance with the National Electrical Code. Electrical services must be ordered through the Electrical Service Provider (form included in manual).
- Exhibitors are REQUIRED to include hanging/setup instructions and orientation diagrams in advance. Please submit with form or via email.
- Structures weighing over 200 lbs. per point must have a rigging plot plan approved in advance.

MISCELLANEOUS EQUIPMENT

Code	QTY	Item	Discount	Regular	Amount
69017		One Ton Hoist/Chain Motor	531.25	796.90	
69016		Half Ton Hoist/Chain Motor	468.75	703.15	
69101		1/4 Ton Hoist/Chain Motor	281.25	421.90	
69019		Rotating Motor 500 LB Limit	500.00	750.00	
69020		Rotating Motor 200 LB Limit	281.25	421.90	

☐ Rotate Clockwise
☐ Rotate Counterclockwise

Code	QTY	Item	Discount	Regular	Amount
6909415		12" Silver Box Truss (Per FT)	25.00	37.50	
6909406		12" Black Box Truss (Per FT)	25.00	37.50	
		Truss Details (QTY/Size)			
6903815		12" Silver Corner Block	93.75	140.65	
903806		12" Black Corner Block	125.00	187.50	
70067		Design Fee (Hourly)	156.25	203.15	

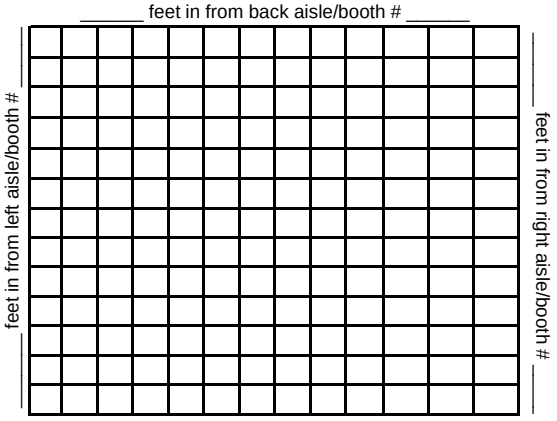
Additional Equipment and Supplies may be ordered and will be available onsite to use as needed to ensure structural integrity of the sign.

For further information, to request a design/scaled plot, or to place additional orders please contact Shepard's Exhibit Solutions Sales Department at:

ESSRentals@shepardes.com

PLACEMENT DIAGRAM

Please use the diagram below to illustrate the placement of your hanging sign(s), motors and/or truss.



SIGN DESCRIPTION, SIZE & WEIGHT

For all hanging signs (excluding banners), please provide detailed drawing (DWG or PDF if available) so hanging anchor points can be determined.

Type:	Shape:	Size:	
☐ Cloth	☐ Square	Height:	
☐ Wood	☐ Triangle	Length:	
☐ Metal	☐ Rectangle	Width:	
☐ Truss	☐ Other	Weight:	
☐ Other			

Additional Notes/Description:

Please complete the following:

Company Name: _____ **Booth #:** _____

Contact Name: _____ **Phone #:** _____

Authorized Signature: _____

Subtotal:	$
8.000% Tax*:	$
Amount Due:	$

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.

Orders cancelled without written 48-hour notice will be charged a one (1) hour cancellation fee.

*** All tax rates are subject to change.**

UNION LABOR
California is NOT a "right-to-work" state. The installation and dismantling of prefabricated displays comes under the jurisdiction of the Painters decorators union. Union Labor is available to assist in the installation and dismantling of exhibit booths. Exhibit labor, freight and rigging labor, electricians and plumbers can be arranged for at established rates, using the enclosed order forms.

EXHIBIT LABOR JURISDICTION
Painters decorator union exhibit labor claims jurisdiction for the installation, dismantling, and first cleaning of prefabricated exhibits and displays. However, one (1) full-time exhibiting company employee may work without tools for thirty (30) minutes on the installation (move in) and (30) thirty minutes on the dismantle (move out), without union labor on booths that are smaller than 10x10. All booths over 10x10 or exceeding 10 linear feet require union labor. Exhibitors are not permitted to use tools of any type (screwdrivers, hammers, electric drills, power saws, etc) on booths of any size. Exhibitors may handle and set out the products they manufacture; however all background materials-display boards, back drops, stands-anything products are displayed upon, attached to, or made part of and laying of floor tile and carpets must be installed by union labor. If union labor is needed, exhibitor personnel may work alongside of the union on a one to one basis.

MATERIAL/FREIGHT HANDLING JURISDICTION
The Teamsters have jurisdiction over all unloading and reloading of materials. The union also has jurisdiction over the operation of all material handling equipment – this includes all dollies and hand trucks. Exhibitors may carry only what 1 person can manage in one trip, using no equipment. No hand carried items may come through the loading dock. Current union jurisdiction precludes hotel personnel from delivering material to exhibit booths.

GRATUITIES /BREAKS
Tipping is expressly prohibited. This includes such practices as giving money, merchandise, or other special consideration for services rendered. Do not give coffee breaks other than mid-morning and mid-afternoon, when the union has a 15 minute paid break. Meal breaks are one hour. Any attempt to solicit a gratuity by an employee for any service should be reported immediately to Shepard Exposition Services.

IN GENERAL
Exhibitors do not have to respond to grievances or complaints from union and trade personnel with respect to work jurisdictions. Please refer all such disputes and/or questions to Shepard management personnel immediately.

SAFETY
Safety of everyone working in the hall is of our utmost concern at all times. Standing on chairs, tables and other rental furniture is prohibited. This furniture is not engineered to support your standing weight. Shepard Exposition Services cannot be held responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in assembling your booth, please order labor on the Labor Order Form included in this manual and the necessary ladders and tools will be provided.

LABOR ORDER FORM

Shepard Exposition Services
5845 Wynn Road, Suites A,B,C,D,Las Vegas, NV 89118
Customer Service Phone: (702) 507-5278
Customer Service Fax: (702) 948-0341
Customer Service Email: lasvegas@shepardes.com

ONS 39TH ANNUAL Congress
May 1–4 • Anaheim, CA

Event Code: C141980514

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INSTALLATION & DISMANTLING LABOR ESTIMATE AND QUESTIONNAIRE

Please complete the following:

How many laborers will you require? _____ Installation _____ Dismantling

Date of installation: _____ Requested start time: _____ Est. Hours _____

Date of dismantling: _____ Requested start time: _____ Est. Hours _____

I will need Shepard Supervised Labor for (please check one):

○ **Installation** ○ **Dismantling** ○ **Both Install/Dismantle**

Code	Qty.	Item	Discount	Regular	Sup. Fee	Amount
Shepard Supervised Labor (Exhibitor not present)						
68066		ST	89.00	115.70	30% **	
68067		OT	133.50	173.55	30% **	
68068		DT	178.00	231.40	30% **	

****Supervisory fee is 30% of total cost or $60, whichever is greater.**

I will need Exhibitor Supervised Labor for (please check one):

○ **Installation** ○ **Dismantling** ○ **Both Install/Dismantle**

Code	Qty.	Item	Discount	Regular	Amount
Exhibitor Supervised Labor					
68060		ST	89.00	115.70	
68061		OT	133.50	173.55	
68062		DT	178.00	231.40	

Dismantle: 68063/68064/68065

Sup install: 68069 Sup dismantle: 68073

Labor Hours

ST - Straight time: Monday-Friday, 8:00 AM - 4:30 PM
OT - Overtime: Monday-Friday, 4:30 PM - 8:30 PM
DT - Double time: All day Saturday and Sunday, all other hours and holidays

If you are shipping carpet to the show and require Shepard to install it for you, please complete the following:

Exhibitor-Owned Carpet Installation/Dismantling					
68080		SQ. FT.	1.00	1.30	
68079		MINIMUM	178.00	231.40	

Booth size: _____ ft. x _____ ft. = _____

Carpet install date/time: _____

Please note:
- Hours are based on estimates, you will be invoiced for actual time incurred.
- Requested times are not guaranteed and are based on availability.
- Minimum one hour will be charged. Additional time will be billed in in half-hour increments.

Subtotal	$
N/A Tax*:	$
Amount Due:	$

SHEPARD SUPERVISION INFORMATION

Please complete this section if you have chosen Shepard to supervise your installation and/or dismantling.

Inbound Freight Information

Carrier Company Name: _____
# of pieces: _____ Weight of Shipment: _____
Is shipment? □ Crated □ Uncrated
Tracking/Pro #: _____
Estimated arrival date: _____
Shipment to arrive at: □ Warehouse □ Show site

Outbound Freight Information

Carrier Company Name: _____
Deliver Shipment To: _____
Address: _____
City, ST, Zip: _____
Type of Service (air, van line, ground, etc.): _____

If for any reason your shipment is not picked up by your carrier, please choose one of the following options:

Force freight through preferred carrier: ☐
Send shipment back to Shepard warehouse: ☐ ($400 min. fee)

Set-up Information for Installation

Please check all that apply and provide information where requested.

Booth Size: _____ x _____
Forklift required? □ Yes □ No
Carpet is? □ owned □ rented from Shepard
Carpet padding? □ Yes □ No
Drawings are? □ Faxed to Shepard □ Shipped w/exhibit crates

Services You Have Ordered

(please check all that apply)

□ Electrical □ Furniture □ A/V Equipment
□ Booth Cleaning □ Telephone/Internet

Electrical Information:

□ Electrical should go under the carpet (diagram is attached)
□ Electrical drawings are attached
□ Electrical drawings are with exhibit in crate number
□ Electrical drawings were sent to the official contractor

On-site Exhibitor Contact Information

Name: _____ Phone #: _____
Hotel: _____
Arrival date/time: _____
Departure date/time: _____

Please complete the following:

Company Name: _____ **Booth #:** _____
Contact Name: _____ **Phone #:** _____
Authorized Signature: _____

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.
Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.
Orders cancelled without written 48-hour notice will be charged a one (1) hour cancellation fee.
*** All tax rates are subject to change.**

GROUND RIGGING/FORKLIFT RENTAL

Shepard Exposition Services
5845 Wynn Road, Suites A,B,C,D,Las Vegas, NV 89118
Customer Service Phone: (702) 507-5278
Customer Service Fax: (702) 948-0341
Customer Service Email: lasvegas@shepardes.com

ONS 39TH ANNUAL Congress
May 1–4 • Anaheim, CA

Event Code: C141980514

Discount Deadline: April 10, 2014

GROUND RIGGING FORKLIFT RENTAL

DO NOT USE THIS FORM FOR MATERIAL HANDLING SERVICES.

Please complete the following: # of pieces to be spotted _____ Heaviest piece to be spotted _____
Requested date/time: _____ (times are not guaranteed)

Description of work to be performed: _____

Code	Qty.	Item Description	Discount	Regular	Amount
FORKLIFT RENTAL - UP TO 5,000 LB CAPACITY					
35028		Straight-time Hourly Rental	301.55	392.00	
35039		Overtime Hourly Rental	371.10	482.50	
35067		Double-time Hourly Rental	440.65	572.75	

Code	Qty.	Item Description	Discount	Regular	Amount
FORKLIFT RENTAL - UP TO 10,000 LB CAPACITY					
35029		Straight-time Hourly Rental	603.15	784.00	
35049		Overtime Hourly Rental	742.20	964.75	
35069		Double-time Hourly Rental	881.25	1145.75	

Code	Qty.	Item Description	Discount	Regular	Amount
FORKLIFT RENTAL - UP TO 20,000 LB CAPACITY					
35035		Straight-time Hourly Rental	904.70	1176.00	
35066		Overtime Hourly Rental	1113.30	1447.25	
35070		Double-time Hourly Rental	1321.90	1718.50	

CRANE RENTAL AVAILABLE UPON REQUEST

ST - Straight time: Monday-Friday, 8:00 AM - 4:30 PM
OT - Overtime: Monday-Friday, 4:30 PM - 8:30 PM
DT - Double time: All day Saturday and Sunday, all other hours and holidays

PLEASE NOTE:

Rate structure includes forklift and (1) operator only.

Minimum crews are based on scope of work and area jurisdiction.

Additional labor and groundmen will be billed at the hourly rate.

The minimum charge for labor and equipment is one (1) hour. Labor and equipment thereafter is charged in half (1/2) hour increments.

Orders cancelled without 24-hour notices will be charged a one (1) hour cancellation fee.

RIGGING LABOR RATES

Code	Qty.	Item Description	Discount	Regular	Amount
RIGGING FOREMAN LABOR PER MAN HOUR					
35085		Straight-time Hourly Rate	111.25	144.65	
35086		Overtime Hourly Rate	166.88	216.95	
35099		Double-time Hourly Rate	222.50	289.25	

Code	Qty.	Item Description	Discount	Regular	Amount
RIGGERS AND MATERIAL HANDLERS PER MAN HOUR					
35087		Straight-time Hourly Rate	89.00	115.70	
35100		Overtime Hourly Rate	133.50	173.55	
35101		Double-time Hourly Rate	178.00	231.40	

PLEASE NOTE:

The minimum charge for labor and equipment is one (1) hour. Labor and equipment thereafter is charged in half (1/2) hour increments.

Orders cancelled without 24-hour written notice will be charged a one (1) hour cancellation fee.

Subtotal	$
N/A Tax*:	$
Amount Due:	$

Please complete the following:

Company Name: _____ **Booth #:** _____
Contact Name: _____ **Phone #:** _____
Authorized Signature: _____

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.
Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.
There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received in writing 48 hours prior to first exhibitor move-in day.
*** All tax rates are subject to change.**

SHEPARD LOGISTICS SERVICES

Shepard Exposition Services
1531 Carroll Drive, NW Atlanta, GA 30318
Shepard Logistics Phone: 888-568-8858
Shepard Logistics Fax: 404-720-8733
Shepard Logistics Email: logistics@shepardes.com

ONS 39TH ANNUAL Congress
May 1–4 • Anaheim, CA

Event Code: C141980514

COMPLETE THIS FORM ONLY IF YOU ARE SHIPPING YOUR EXHIBIT MATERIALS BY SHEPARD LOGISTICS SERVICES

EXHIBIT MATERIALS TRANSPORTATION

INBOUND PICK UP LOCATION INFORMATION

▪ **Payment Authorization form must be on file to pick up as charges will be included on your show services invoice.**

Requested Pick Up Date: _____
Hours of Operation: _____

Company _____
Address _____
_____
_____
(City) (State) (Zip)

SHIPPING INFORMATION

Items to be shipped

Number of Pieces		Est. Weight
____	Crates	
____	Cartons (cardboard)	
____	Cases/Trunks (fiber) (color) ____	
____	Skids/Pallets	
____	Carpet (color) ____	
____	Other ____	
____	Total Pieces **Total Wt.**	

Size of largest piece: L ____ W ____ H ____
Loading Dock ☐ Yes ☐ No Lift Gate ____
Residential ____ Inside Pick up ____ Inside Delivery ____
Special Instructions: _____

SHIP TO

☐ I will be shipping to the **WAREHOUSE**
(Company Name, Booth #)
ONS 39th Annual Congress
c/o Shepard Exposition Services
2315 E. Locust Ct.
Ontario, CA 91761

Warehouse Deadline April 22, 2014
Date

☐ I will be shipping to **SHOW SITE**
c/o Shepard Exposition Services
(Company Name, Booth#)
ONS 39th Annual Congress
Anaheim Convention Center
1850 West Street
Anaheim, CA 92802

Delivery date: April 29, 2014

OUTBOUND SHIPPING INFORMATION

☐ I would like to schedule Outbound Transportation. Please provide me with a Material Handling Agreement at show site for my shipping instructions and signature. So we may deliver your Outbound Material Handling Agreement and labels, please complete the following information.

Ship to Address:
_____
_____
_____
Contact Name: _____
Phone: _____
Deliver By Date: _____
Number of labels: _____
Special Instructions: _____
_____

TYPE OF SERVICE - Choose One

☐ Next Day Air ☐ 2nd Day Air

Service via Air Transportation is charged based on Dimensional weight or Actual weight whichever is greater.

☐ Standard Ground ☐ Other (Truck Load, Specialized)

TRANSPORTATION CHARGES

Charges for transportation services provided by Shepard shall be billed to the Credit Card on file.

Type Card ☐ MasterCard ☐ VISA ☐
Credit Card #: _____
Expiration Date: _____ Security Code: _____
Billing Address: _____
City, ST, Zip: _____
Name on Card: _____
Authorized Signature: _____

FAX COMPLETED FORM TO 404-720-8733

A REPRESENTATIVE FROM SHEPARD LOGISTICS WILL CONFIRM RECEIPT OF YOUR EXHIBIT TRANSPORTATION REQUEST.

Please complete the following:

Exhibiting Co. Name: _____ **Booth #:** _____
Contact Name: _____ **Phone #:** _____
Email: _____ **Fax #:** _____
Authorized Signature: _____

Signature indicates you have read and accept the Payment Policy and Terms and Conditions.

SHIPPING LABELS

ONS 39th Annual Congress

ADVANCE SHIPPING ADDRESS LABELS

RUSH

Shepard

ADVANCE WAREHOUSE

TO: _____
(EXHIBITING CO. NAME)

Booth #: _____

c/o Shepard Exposition Services

2315 E. Locust Ct.

Ontario, CA 91761

Delivery Hours: M-F, 8-4:30 PM

For: **ONS 39th Annual Congress**

First day freight can arrive w/o a surcharge:
April 3, 2014
Last day freight can arrive w/o a surcharge:
April 22, 2014

RUSH

Shepard

ADVANCE WAREHOUSE

TO: _____
(EXHIBITING CO. NAME)

Booth #: _____

c/o Shepard Exposition Services

2315 E. Locust Ct.

Ontario, CA 91761

Delivery Hours: M-F, 8-4:30 PM

For: **ONS 39th Annual Congress**

First day freight can arrive w/o a surcharge:
April 3, 2014
Last day freight can arrive w/o a surcharge:
April 22, 2014

DIRECT TO SHOW SITE SHIPPING ADDRESS LABELS

RUSH

Shepard

DIRECT TO SHOW

TO: _____
(EXHIBITING CO. NAME)

Booth #: _____

C/O: **SHEPARD EXPOSITION SERVICES**

Anaheim Convention Center

1850 West Street

Anaheim, CA 92802

For: **ONS 39th Annual Congress**

MUST NOT BE DELIVERED PRIOR TO:

April 29, 2014 @ **8:00 AM**

RUSH

Shepard

DIRECT TO SHOW

TO: _____
(EXHIBITING CO. NAME)

Booth #: _____

C/O: **SHEPARD EXPOSITION SERVICES**

Anaheim Convention Center

1850 West Street

Anaheim, CA 92802

For: **ONS 39th Annual Congress**

MUST NOT BE DELIVERED PRIOR TO:

April 29, 2014 @ **8:00 AM**

HANGING SIGN SHIPPING LABELS

ONS 39th Annual Congress

HANGING SIGN SHIPPING ADDRESS LABELS

HANGING SIGN: If you have a sign or anything (truss, etc.) that has been approved to hang from the ceiling, send it to the advance shipping warehouse address. Hanging items must be identified and readily available since they are installed first, before the show floor becomes encumbered by freight.

RUSH

ADVANCE WAREHOUSE

HANGING SIGN

TO: _____
(EXHIBITING CO. NAME)

Booth #: _____

c/o Shepard Exposition Services
2315 E. Locust Ct.
Ontario, CA 91761

Delivery Hours: M-F, 8-4:30 PM

For: **ONS 39th Annual Congress**

First day freight can arrive w/o a surcharge:
April 3, 2014
Last day freight can arrive w/o a surcharge:
April 22, 2014

RUSH

ADVANCE WAREHOUSE

HANGING SIGN

TO: _____
(EXHIBITING CO. NAME)

Booth #: _____

c/o Shepard Exposition Services
2315 E. Locust Ct.
Ontario, CA 91761

Delivery Hours: M-F, 8-4:30 PM

For: **ONS 39th Annual Congress**

First day freight can arrive w/o a surcharge:
April 3, 2014
Last day freight can arrive w/o a surcharge:
April 22, 2014

MATERIAL HANDLING AUTHORIZATION

Shepard Exposition Services
345 Wynn Road, Suites A,B,C,D,Las Vegas, NV 89118
Customer Service Phone: (702) 507-5278
Customer Service Fax: (702) 948-0341
Customer Service Email: lasvegas@shepardes.com

ONS 39TH ANNUAL Congress
May 1–4 • Anaheim, CA

Event Code: C141980514

SHIPMENT INFORMATION

Please complete the following information:

We plan to ship to: □ Advance Warehouse □ Direct to Show Site
We plan to ship on (date): _____
Our materials should arrive on (date): _____
Carrier Name: _____ Pro #: _____
Origin of Shipment (city, state): _____
Please provide a contact name and number for any questions Shepard may have in regards to this shipment:
Name: _____ Phone: _____

Please indicate number of pieces and the estimated weight:

# of Pieces	Description	Weight
	Crates	
	Cartons	
	Cases	
	Carpet	
	Miscellaneous	
	Total Weight	

MATERIAL HANDLING RATES AND ESTIMATE WORKSHEET

SHIP WITH SHEPARD LOGISTICS AND RECEIVE A 10% DISCOUNT ON MATERIAL HANDLING WITH *Signature Series Shipping.*

To set up your ***Signature Series Shipping,*** please call 888-568-8858, or complete the Shepard Logistics Order Form included in this manual. ***Signature Series Shipping*** does not apply to shipments considered small package, local or shipments over 10,000 lbs. Roundtrip SLS shipping is required to qualify for ***Signature Series Shipping*** .

COMPUTATION OF MATERIAL HANDLING SERVICES

The following services, whether used completely, or in part, are offered as a package. When recording weight, round up to the next 100 lbs. For example: 285 lbs. = 300 lbs./100 lbs. = 3 X RATE = $ Amount or minimum charge, whichever is greater.

Standard Material Handling

Weight	Description			Price	Total
Direct Shipments to Showsite					
	$105.00	$157.50	$136.50		
	Crated	Uncrated	Special Handling		
	35030 / 35033	35043	35038		
Advance Shipments to Warehouse					
	$115.00	$149.50			
	Crated	Special Handling			
	35010 / 35013	35036			
Pieces	**Small Packages (FedEx/UPS/DHL under 30 lbs.)**				
	$57.50	$115.00			
	Each carton	Min. per shipment			
	35048	35045			

Signature Series Material Handling

Weight	Description			Price	Total
Direct Shipments to Showsite					
	$94.50	$141.75	$122.75		
	Crated	Uncrated	Special Handling		
	35390 / 35395	35391/ 35399	35394 / 35402		
Advance Shipments to Warehouse					
	$103.50	$134.50			
	Crated	Special Handling			
	35393 / 35397	35392 / 35401			
Overtime					
	Overtime: 30% fee for every overtime application			30%	

RATES ARE PER 100 LBS. WITH A 200 LB. MINIMUM

For credit card payments, please complete the payment authorization form. Any additional overtime charges will be invoiced at show site and are subject to change pending move-in/move-out schedule.

We understand that your calculation is only an estimate. Invoicing will be calculated from actual certified weight ticket or reweigh ticket on inbound material handling receiving report. Adjustments will be made accordingly. Any adjustments to charges must be made at show site.

Subtotal	$
N/A Tax*:	$
Amount Due:	$

Single pieces weighing more than 5000 pounds CANNOT be accepted at the warehouse. Loose, easily damaged, uncrated, or blanket-wrapped shipments should be shipped directly to the show site.

If you have any questions about material handling, please contact Shepard Customer Service department.

Please complete the following:

Company Name: _____ **Booth #:** _____
Contact Name: _____ **Phone #:** _____
Authorized Signature: _____

Shepard Exposition Services is authorized to perform material handling services on behalf of the exhibiting company named above. Signature also indicates you have read and accept the Payment Policy and Terms and Conditions, sign and return to Shepard.

Payment Authorization must be completed and returned with Material Handling Worksheet. Other charges may apply, please review Material Handling Information form included in this manual.

*** All tax rates are subject to change.**

STORAGE AUTHORIZATION FORM

Shepard Exposition Services
5845 Wynn Road, Suites A,B,C,D,Las Vegas, NV 89118
Customer Service Phone: (702) 507-5278
Customer Service Fax: (702) 948-0341
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STORAGE AUTHORIZATION

Please fill out the information below:

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

- **For liability reasons, only shipments for which material handling drayage charges have been paid to Shepard will be eligible for Shepard storage services.**
- All packages must be properly packed & labeled. Shepard Exposition Services' limit of liability will be ***$5.00 per pound or $500.00 per package or container***, whichever is less. No uncrated material will be accepted at the warehouse.

SHOWSITE STORAGE

☐ **Secured Storage:** Materials will be placed into secured storage and will be returned to your booth after the close of the show. The materials will be accessible during the show by Shepard personnel only. A minimum one-hour material handling labor charge at show rates will apply each time material is handled to or from storage. There is no charge to return materials to your booth at the close of the show. **Secured storage rates are eighty (80) cents per square foot per day ($20.00 Minimum).**
(35400)

☐ **Accessible Storage:** Materials in accessible storage will be accessible during the show but not necessarily by exhibitors. When Shepard personnel are required to move materials into or out of storage, will be billed at the material handling labor rates each time material is moved. **($100.00 Minimum)**
There will be no charge to return material to the booth at the close of the show. Accessible storage is not considered secure and is stored at the sole risk of the Exhibitor.
(35166)

POST SHOW TRANSPORTATION AND HANDLING

Shepard Exposition Services will store your shipments in our warehouse both before and after your event. Please take note of the important information below.
All shipments selected to be returned to warehouse are subject to applicable transportation and handling fees. Please note that Onsite Material Handling Fees do not include transportation or handling to and from the warehouse.

☐ **Return to Warehouse Service Fee:** At the customer's request, each shipment returned to the Shepard warehouse will incur the following charge: ***$20.00 per cwt. ($400.00 min.)*** *(35005)*

☐ **Storage per Month Service Fee:** Monthly storage is ***$10.00 per cwt per month ($100.00 min)***. Storage fee will automatically be charged for shipments that are returned to Warehouse and stored in excess of three (3) business days.
(Monthly storage is charged the current year.) (35006)

Special instructions or remarks:

Where will your shipments be going AFTER they have been stored?

☐ **Shipped to another destination as arranged via Shepard Logistics Services**

☐ **Transport to another SES show:** _____ **Delivery Date:** _____

☐ **Pick-up arranged with another carrier**

Please complete the following:

Company Name: _____ **Booth #:** _____
Contact Name: _____ **Phone #:** _____
Authorized Signature: _____

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.
Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order. There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received in writing 48 hours prior to first exhibitor move-in day. Rental items not ordered and found in use in your booth are subject to "Regular" rate billing.
*** All tax rates are subject to change.**

MATERIAL HANDLING INFORMATION

Shepard Exposition Services
5845 Wynn Road, Suites A,B,C,D,Las Vegas, NV 89118
Customer Service Phone: (702) 507-5278
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MATERIAL HANDLING INFORMATION & ADDITIONAL CHARGES

SPECIAL HANDLING **Rate as shown on Material Handling Authorization Form**

The standard material handling applies to shipments that cannot be readily handled off or onto a truck using a conventional forklift or pallet jack equipment without rehandling. A special handling charge applies if your shipment requires extra labor for stacking or unstacking containers on a truck (cubic loading), tarping or untarping freight or containers, rigging pieces for loading or unloading on a truck or from the ground, loading or unloading materials in a freight elevator, or other circumstances requiring the rehandling of materials including but not limited to freight on the truck needing to be unloaded in a specific order/orientation or requires freight on the truck to be moved to unload actual delivery.

OVERTIME **Surcharge: 30%** **35301**

Based on show move-in/move-out schedule and/or late driver check-in, an overtime surcharge per occurrence applies to shipments handled at show site during overtime hours. Your advance warehouse shipments may be received during straight time, but due to scheduling conflicts beyond Shepard's control may be moved into the exhibit hall on overtime. Any additional overtime charges will be invoiced at show site and are subject to change pending move-in/move-out schedules. Handling times will be documented on shipping documents. Drivers picking up outbound shipments will be sequenced for loading ONLY after a bill of lading is submitted to the Shepard Service Desk AND the driver has checked in.

WAREHOUSE OVERTIME

Warehouse Material Handling rates may be subject to inbound overtime fees should the move-in schedule dictate overtime is required to deliver all warehouse freight prior to the beginning of exhibitor move-in. This would also be true if freight was received after hours at the warehouse trapping facility.

EARLY/LATE SHIPMENTS TO WAREHOUSE **Surcharge: 25%** **35003**

A surcharge will apply to shipments not arriving within the published dates (refer to Show Information page for dates) for advance warehouse or arriving on show site after show opening.

UNCRATED SHIPMENTS **Rate as shown on Material Handling Authorization Form**

An additional charge of 50% (or as stated on Material Handling Authorization page) of the applicable material handling charge at the time of delivery shall be charged for all loose, uncrated, or unprotected shipments received at the show site docks. The charge is a one-time charge that includes both move-in and move-out of the show, and is based on the weight of the shipment handled.

OFF-TARGET DELIVERIES **Surcharge: 15%** **35004**

For targeted shows (exhibitors who received/requested a Targeted Date/Time), a surcharge will apply if shipment is not delivered (or carrier has not checked in) during assigned target date/time.

MARSHALING YARD **Surcharge: $30 per Shipment** **35250**

Where Shepard Exposition Services as the show contractor must lease space for marshaling yard operations because no space is provided by the facility, Shepard may charge a one time fee per shipment processed inbound and/or outbound through the marshaling yard.

REWEIGH OF SHIPMENTS **Surcharge: $25.00 per forklift load** **35282**

An additional charge per forklift load will be applied to shipments that have to be reweighed at the dock due to the lack of a certified weight ticket, or an incorrect or understated weight on a delivery document.

EMPTY CRATE STORAGE **Surcharge: $10.00 per piece, Minimum $40.00** **35105**

A charge per crate, carton or skid applies when Shepard handles the storage and return of empties from a shipment not received by Shepard and therefore not subject to material handling charges.

SMALL PACKAGE CONSOLIDATION

Cartons weighing 30lbs or less will qualify for the small package rate. Should one delivery contain 15 or more small packages, it can be consolidated and charged as standard material handling for a lower rate. Packages exceeding 30lbs will be billed standard Material Handling fees at the prevailing show rates.

ENVELOPE DELIVERIES **Surcharge: $10.50 per envelope** **35007**

During show hours at the show facility, a charge will apply to receiving and delivering envelope packages to your booth.

MOBILE SPOTTING FEE **Surcharge: $150.00 round trip** **35106**

Vehicles operated by exhibitors may be allowed on the exhibit hall floor for loading or unloading, if Shepard determines such activity to be operationally feasible and safe. All vehicles operated on the exhibit hall floor must be escorted by Shepard personnel. In such cases, a MOBILE SPOTTING FEE will be charged. All local fire marshal rules and regulations apply. Please call customer service for details.

If you have any questions about material handling, please contact Shepard Customer Service department.

MATERIAL HANDLING 101

ONS 39th Annual Congress

MATERIAL HANDLING Q&A

What is material handling (also referred to as drayage)?

Material handling is the process of unloading your freight from your shipping carrier, either at the warehouse or show site, delivering it to your booth, storing your empty containers (empties) if required, returning of your empties at the close of show, and then reloading your freight back onto your shipping carrier.

What is the definition of "freight"?

Any exhibit materials that are shipped or delivered to the advance warehouse or show facility via shipping carrier, POV, or delivery truck.

What is a "certified weight ticket"?

A printed weight ticket from a scale certified or inspected by a government authority such as the Dept. of Agriculture, indicating the date weighed, the weight of the shipment and the vehicle ID of the unit being weighed.

IMPORTANT FACTS ABOUT ADVANCE SHIPMENTS

What are advance shipments?

All shipments that are addressed to the advance warehouse address (please refer to "Advance Warehouse" shipping labels included in this manual).

Shepard will begin accepting your shipments 30 days prior to first show open day (date may vary depending on show schedule).

The warehouse will receive shipments Monday-Friday, 8:00am - 4:00pm, excluding holidays.

Shipments must arrive by advance warehouse deadline date to avoid a late surcharge. (Please refer to the "Show Information" page included with this manual for deadline date.)

Crates, cartons, skids, fibercases, and carpets can be accepted at the warehouse, but DO NOT ship crates weighing over 5,000 lbs., loose/uncrated shipments and/or machinery to warehouse. You must ship those items direct to show site.
All shipments must have a bill of lading or delivery slip indicating number of pieces and weight. **Certified weight tickets required.**

All shipments must be prepaid, no collect on delivery shipments will be accepted.

MATERIAL HANDLING CHARGES

What determines how much I'm charged?

Charges are based off the weight from your inbound weight ticket included with your shipment.

How do I calculate material handling charges?

Material handling services, whether used completely, or in part, are offered as a package. When recording weight, round up to the next 100 lbs.
EXAMPLE: 285 lbs. = 300 lbs./100 lbs. = 3 X RATE = $ Amount or minimum charge, whichever is greater.

Will there be any additional charges?

Additional charges may apply. Please review the Material Handling Authorization and Material Handling Additional Services forms included in the manual for all applicable fees.

SMALL PACKAGES

What are small package carrier shipments?

Shipments that arrive via small package carrier such as FedEx Express Service, UPS small package service, DHL small package service, and other carriers in this category and do not have a **certified weight ticket** included with shipment. This applies to packages weighing under 30 lbs.

How do I calculate my small package carrier shipment?

Charges for small package carrier shipments are based on per carton, per delivery.

Example: I'm shipping 3 packages via FedEx, how much will I be charged?

3 x per carton rate = $ amount charged (plus any additional fees that may apply)

Please be advised that your whole shipment may not arrive to its destination at one time. Therefore you may be charged per each delivery, and minimum charges may apply.

CRATED~UNCRATED~SPECIAL HANDLING

What are CRATED materials?

Materials delivered that are skidded or in a container that can easily be unloaded/reloaded with no special handling required.

What are UNCRATED materials?

Materials delivered that are loose, pad-wrapped or unskidded without proper lifting bars and/or hooks.

What is SPECIAL HANDLING?

Shipments delivered that require extra labor for stacking or unstacking containers on a truck, tarping or untarping freight or containers, or rigging pieces for loading or unloading on a truck or from the ground, or other circumstances requiring the rehandling of materials. Cannot be completed solely with one forklift and operator.

What is the difference between material handling and shipping?

Shipping is the process of carrying your shipment from your location, pick-up area to it's destination and also the process of returning your shipment back to your location after the close of the show. ***Material handling*** begins at the time your shipment arrives to the docks (please refer to "What is material handling?" for the full definition.)

Do I need to order a fork lift to unload or reload my freight?

No, please do not order a forklift for unloading/reloading of your materials.

What does CWT mean?

CWT is an acronym for Century Weight, therefore it means per 100 lbs.

IMPORTANT FACTS ABOUT DIRECT SHIPMENTS

What are direct shipments?

All shipments that are addressed directly to the exhibit facility (please refer to "Direct to Show" shipping labels included in this manual).

Shipments must arrive during published exhibitor move-in times only. Do not ship direct to show site in advance. If delivery cannot be guaranteed to arrive during exhibitor move-in, shipment must go to advance warehouse.

All shipments must have a bill of lading or delivery slip indicating number of pieces and weight. **Certified weight tickets required.**

Crates weighing over 5,000 lbs. or loose/uncrated shipments must be shipped direct to show site to arrive during exhibitor move-in times.
All shipments must be prepaid, no collect on delivery shipments will be accepted.

SIGNATURE SERIES SHIPPING

How can I make shipping my show materials easier?

Signature Series Shipping will make it easier with the following benefits:

- Receive a 10% discount off of material handling rates (restrictions apply).
- Worry-free shipping to and from your show.
- Priority Empty Service - priority of empty return at the close of show
- Volume discounted shipping rates
- Charges will be billed to your show invoice-one less invoice/bill to keep track of.
- No driver wait fees.

LIABILITY INSURANCE

What is and why would I need liability insurance?

Accidents happen, therefore, most show organizers and facilities require liability insurance. Please refer to your booth contract for exact minimums required.

Please make sure your materials are covered from the moment they leave your company location to the time they return after the close of the show.

If applicable, included in your manual is information and an application for liability insurance and booth coverage can also be purchased to protect your valuable exhibit materials.

OUTBOUND SHIPMENTS

You must complete a Shepard Material Handling Agreement (MHA) for all outbound shipments. A MHA will be distributed at show site if all services have been paid in full, or you can request one at the customer service desk.

Upon completion of packing and labeling of your materials, complete the bill of lading with all required information, and return to customer service. If you have questions on how to complete your bill of lading, please ask a Shepard customer service representative located at the customer service desk.

If you are NOT using the designated shipping carrier, you must call your carrier with pick-up information. If your carrier fails to pick up your shipment, Shepard will either reroute your freight through the carrier of our choice or return to the local warehouse (whichever is indicated on your MHA).

OUTBOUND BILL OF LADING/SHIPPING LABEL REQUEST

Shepard Exposition Services
5845 Wynn Road, Suites A,B,C,D,Las Vegas, NV 89118
Customer Service Phone: (702) 507-5278
Customer Service Fax: (702) 948-0341
Customer Service Email: lasvegas@shepardes.com

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PRE-PRINTED OUTBOUND BILL OF LADING AND SHIPPING LABELS

All outbound shipments require a Bill of Lading and shipping labels. Shepard offers complimentary pre-printing of these items. To take advantage of this service, please complete this request and submit by the deadline date above. Your pre-printed BOL and labels will be delivered to your booth prior to the close of the show.
Note: All third parties must pick up BOL/labels at the Shepard Service Desk.

SHIP TO ADDRESS:

COMPANY NAME _____

DELIVERY ADDRESS _____

CITY _____ STATE _____ ZIP _____

CONTACT NAME _____ BOOTH _____

Number of Pieces: _____ Number of Labels Requested: _____

☐ Crate ☐ Skid ☐ Cases ☐ Carton

Type of Service:

☐ Ground ☐ Overnight ☐ 2nd Day

CARRIER SELECTION

☐ OFFICIAL SHOW CARRIER: SHEPARD LOGISTICS ☐ OTHER: _____

**If selecting a carrier other than Shepard Logistics, you must schedule the pickup.
** If using FedEx or UPS you must have *and apply* their shipping labels

OUTBOUND SHIPMENT REQUIREMENTS:

1. **Shepard will print and deliver your BOL with Shipping Labels to your booth prior to the close of the show.**
2. **Exhibtors must properly package and label all materials.**
3. **Completed BOL must be turned in to the Shepard Service Desk including piece count and estimated weight.**
4. **Please see the SES service desk if you do not receive a BOL**

TRANSPORTATION CHARGES BILLING ADDRESS: ☐ SAME AS SHIP TO ADDRESS

Company Name _____

Address _____

City _____ State _____ Zip _____

Shipping Options:

Inside Delivery _____ Residential _____ Lift Gate _____ No Loading Docks _____

Please complete the following:

Company Name: _____ **Booth #:** _____
Contact Name: _____ **Phone #:** _____
Authorized Signature: _____

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Shepard Glossary

Advanced Freight – Refers to freight that has been sent to Shepard's warehouse prior to the Event move in.
Advance Order – An order for services sent to service contractor prior to installation date.
Aisle Carpet – The carpet that is placed on the Event floor in the aisles to separate the booths.
Back Wall – Refers to the drape used at the rear of a standard booth.
Bill of Lading – A legal document that establishes the terms between the shipper (exhibitor) and transportation company (carrier) for the transport of goods between specified points for a specified charge. A bill of lading is required to be filled out and turned in at the Shepard Service Desk at the close of the show, after the exhibitor is all packed up, in order to Shepard to release the freight to the transportation company (carrier)
Booth Package – This term describes the equipment supplied to exhibitors from show management.
Certified Weight Ticket – Certified weight ticket is a required documented measurement used for shipping exhibit properties. All carriers checking into a Shepard marshaling yard are required to present a certified weight ticket at check in.
Common Carrier – A transportation company moving exhibitor freight, which usually only accepts crated materials that it can consolidate with the properties of other customers into one shipment bound for the same destination. Only Shepard can accept freight from a common carrier.
Corner Booth – An exhibit space with exposure on at least two aisles, usually found at the end of a row of inline booths.
CWT – "Century Weight" or "hundredweight". The total weight of a crate is divided by 100 to obtain billable weight. 51,000 lbs / 100 = 510 cwt
Drayage – The service that includes delivery of materials to an exhibit space, removal of empty crates, storage of crates during the Event, return of crates at the end of the Event, and delivery of materials to the carrier loading area.
DT Labor – Double-time labor, or work performed on double time and charged at twice the published rate.
Empty Sticker – A colored sticker used to mark empty crates and boxes for storage provided in the material handling service. See Service Desk for Empty Stickers.
Exclusive Contractor – One who holds an exclusive contract with a facility or event manager to provide specified services to that facility or Event.
Exhibitor-Approved Contractor (EAC) – Also called an independent contractor, a supplier hired by an exhibitor to perform trade Event services independently of Event management-appointed contractors.
Exhibitor Kit – Also known as a Service Manual, this is package of information that contains all rules, regulations and ordering forms relating to an exhibition, provided to exhibitors by Event management.
Facility Carpeted – Indicates the exhibit hall and/or ballroom in which the Event is taking place is already carpeted.
Floor Order – An order for product or service placed after Advance Deadline therefore not eligible for discounted rates.
Floor Port – A utility box recessed in the floor containing electrical, telephone or plumbing connections.
Freight – Exhibit properties and other materials shipped for an exhibit.
Freight Desk – The area where inbound and outbound exhibit materials are handled at a trade event.
Forklift /Ground Rigging – Handling and assembly of machinery that requires the use of a forklift. This includes positioning and/or re-skidding of exhibitor material, machinery and equipment.
Hard wall – A type of exhibit construction in which walls are made of a solid material, rather than fabric.
I&D – Installation and dismantling of an exhibit by a labor source. Exhibitors may orders this service from the general contractor.
ID Signs – Typically a 7" x 44" cardstock sign that contains exhibitor name and booth number.
In-line – An exhibit that is constructed in a continuous line with other exhibits.
Island Exhibit – An exhibit with aisles on four sides. There is no pipe and drape construction provided to Island booths.
Labor – Contracted workers who perform services. When labor is ordered, hours are based on estimates and will be billed actual time incurred. Requested times are not guaranteed and are based on availability. Minimum of one hour will be charged. Additional time will be billed in increments. Rates are based on when labor was performed: ST, OT, DT.
Logistics – Point to point transportation services for freight by an appointed carrier.
Marshaling Yard – A lot where trucks gather for orderly dispatch to Event site. When Shepard provides a marshaling yard, all carriers must check in, present a weight ticket, and will be guided to the docks to unload when a space is available. The same is true for the out of the show. Applicable fee applies.
Move In – Refers to the date and time that exhibitors gain access to a facility and are able to begin the construction and/or set up of their booth.
Mobile Spotting Fee – The charge for Shepard personnel to safely guide vehicles operated by exhibitors on the exhibit hall floor when approved by show management and if Shepard determines such activity to be operationally feasible and safe. All vehicles operated on the exhibit hall floor must be escorted by Shepard personnel. All local fire marshal rules and regulations apply. Please call customer service for details.
Move-out – The date/time specified by Event management for dismantling exhibits and clearing the exhibition floor. Also referred to as Tear Down.
Padded Van Shipment – Uncrated goods covered with blankets or other protective padding and shipped via van line.
Perimeter Booth – A booth space on an outside wall.
Pipe and Drape – Tubing covered with draped fabric to make up rails and back wall of a trade show.
Porter Service – A service that includes the emptying of wastebaskets within the booth at specific intervals during the show.
Quad Box – Four electrical outlets in one box provided by the electrical contractor.
Registration – This refers to an area that Event management uses to register and check in Event exhibitors, buyers and attendees. This is the place in which show badges can be obtained.
Rigger – A skilled worker responsible for handling and assembly of machinery.
Right-to-Work state – A state where no person can be denied the right to work because of membership or non-membership in a labor union. See the Union Rules and Regulations within your manual for specific guidelines.
Service Desk – The location at which exhibitors order services.
Side Rails – The wall between two booths used to divide exhibits, typically 3' high.
Skirting – Decorative covering around tables and risers. Tables are skirted on 3 sides unless additional skirting is ordered.
Special Handling: An additional charge that applies to exhibits shipments requiring extra labor, equipment, or time for delivery to exhibit space.
ST labor – Straight time labor, or work performed during normal hours at the standard rate.
Targets – Exhibitor move in date/time prior to general move-in available by appointment only.
Visqueen – A clear heavy plastic sheeting that is placed over exhibiting carpeting after it is laid in order to protect it until show opens.

ELECTRICAL ORDER FORM

Advance Payment Deadline Date: 04/17/14

E ☐ M ☐

ELECTRICAL EXHIBITION SERVICES
715 Hundley Way, Placentia, CA 92870
Ph: (714) 985-1480 Fax: (714) 985-1481
anaheim@edlen.com

COMPANY:		BTH #	
EVENT:	**Oncology Nursing Society**		
FACILITY:	**Anaheim Convention Center**		
DATES:	**May 1 - 3, 2014**	EVENT#:	**054058LA**

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM

ORDER INSTRUCTIONS

120 VOLT POWER DELIVERY

The cost of 120-Volt outlets includes delivery to one location in island booths and to one location at the rear of inline or peninsula booths. If you require the outlets to be distributed to any other location, material and labor charges apply. There is a minimum charge of 1 hour for installation & 1/2 for removal. Complete and return the Electrical Labor Order Form along with a floor plan layout of your booth space indicating outlet locations.

208/480V POWER DELIVERY AND CONNECTIONS

The delivery and connection of high voltage services is done on a time and material basis. There is a minimum 1 hour for installation & 1/2 hour for removal. Edlen electricians must make all high voltage connections and disconnects. Please complete the Electrical Labor Order Form to schedule your estimated connection time and return it with this order.

ISLAND BOOTHS

Include a floor plan layout of your booth space indicating all outlet locations with measurements and orientation. If a main power drop/delivery location is not indicated on the floor plan, Edlen will deliver to the most convenient location.

24 HOUR SERVICES

Electricity will be turned on within 30 minutes of show opening and off within 30 minutes of show closing, show days only. If you require power at any other time order 24 hour power at double the outlet rate.

DEDICATED OUTLETS

For a dedicated outlet order a 20 amp outlet.

MATERIAL DELIVERY

Material requested on this order form must be picked up by the exhibitor at the Edlen service desk on show site.

CANCELLATIONS

Credits will not be made for services delivered and not used. See back of form for additional details.

TERMS & CONDITIONS

I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of contract.

Form 120/208-042012

ELECTRICAL OUTLETS Approximately 120V/208V A.C. 60 Cycle - Prices are for entire event

	QTY Show Hours Only	QTY 24hrs/day Double rate	ADVANCE PAYMENT PRICE	REGULAR PAYMENT PRICE	TOTAL COST
120 VOLT					
500 WATTS (5 AMPS)			110.00	165.00	
1000 WATTS (10 AMPS)			199.00	299.00	
1500 WATTS (15 AMPS)			224.00	336.00	
2000 WATTS (20 AMPS)			250.00	375.00	
208 VOLT SINGLE PHASE					
20 AMPS			480.00	720.00	
30 AMPS			575.00	863.00	
60 AMPS			765.00	1148.00	
100 AMPS			1002.00	1503.00	
208 VOLT THREE PHASE					
20 AMPS			652.00	978.00	
30 AMPS			776.00	1164.00	
60 AMPS			953.00	1430.00	
100 AMPS			1337.00	2006.00	
200 AMPS			1558.00	2337.00	
LIGHTS (cost of Arm & Pole lights include power and 1 hour labor to install and remove)					
POLE LIGHT			115.00	174.00	
ARM LIGHT			115.00	174.00	
DBL POLE LIGHT			153.00	230.00	
QUARTZ LIGHT			247.00	372.00	
TRANSFORMER(S) Boost 208 Volt to 230 Volt					
Transformer (20 amp minimum charge)		Total Amps: _____ x 3.00 =			

MATERIAL RENTAL (Exhibitor must pick up items at electrical service center on show site)

15' EXTENSION CORD		23.00	
POWER STRIP		23.00	

ELECTRICAL LABOR

ST (Mon-Fri, 8am-4:30pm, excluding holidays)		104.00	
OT (Mon-Fri, 4:30pm-8am, Sat, Sun & holidays)		208.00	

PLACE TOTAL HERE	
COMPANY:	BOOTH #:
AUTHORIZED SIGNATURE:	
PRINT NAME:	DATE:

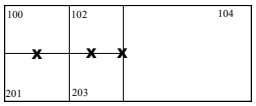
The "Method of Payment Form" must be completed and returned with this order form.

TERMS & CONDITIONS

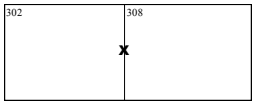
1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received no later than the deadline date on the front of this form for advance payment rates to apply. Orders faxed or mailed without payment and required floor plan will not be guaranteed advance rates. Orders received after the deadline date will be charged at the regular rate. A purchase order or photocopy of a check are not considered valid forms of payment for securing advanced rate.
2. In the event order totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections and charge the corrected amount. Exhibitors will be notified by email or fax of any such corrections.
3. Outlet rates listed include bringing the services to one location in island booths and to one location at the rear of in-line and peninsula booths.
4. Outlet rates listed ***do not*** include the connection of any equipment, special wiring, or distribution of the outlets to other location's within the booth space. Distribution to all other locations *regardless of booth type* require labor and is performed on a time and material basis. Exhibitors are invited to contact the local Edlen office to discuss any additional costs that may be incurred.
5. A separate outlet must be ordered for each location where an electrical service is required. 5 amps or 500 watts is the minimum amount of power that can be ordered for any one location. Power must be ordered according to peak amperage ratings.
6. Island booths - If a floor plan showing main power location is not submitted to Edlen prior to our first move-in date, Edlen will deliver the power to the most convenient location.
7. Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published. A minimum charge of (1) hour labor will apply for all installation work. The removal of this work will be charged a minimum of 1/2 hour or 1/2 the total time of installation.
8. In the event 1000 watt overhead quartz lights cannot be mounted to existing catwalks in the convention hall, lift and labor charges will apply. Please contact our local office to discuss any additional charges.
9. Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
10. Edlen is the exclusive provider of all material and equipment used in the distribution of temporary electrical services throughout the exhibit hall including the exhibitors booth space. This material is provided on a rental basis ONLY and remains the property of Edlen. It shall be removed only by Edlen employees.
11. Any extension cords or power strips ordered on the front of this form should be picked up at the service desk. Credit will not be not issued for unused items.
12. Standard wall and other permanent building utility outlets or sockets are not part of a booth space and may not be used by exhibitors unless electrical services have been ordered through Edlen.
13. All equipment regardless of source of power, must comply with federal, state and local codes. Edlen reserves the right to inspect all electrical devices and connections to ensure compliance with all codes, for which labor charges can be incurred. Edlen is required to refuse connections where the Exhibitor wiring or equipment is not in accordance with electrical codes.
14. All electrical equipment must be properly tagged and wired with complete information as to the type of current, voltage, phase, cycle, horsepower, etc., required for operation.
15. All Exhibitors' cords must be a minimum of 14 gauge, 3 wire and grounded. Two (2) wire extension cords are not allowed. All exposed, non-current carrying metal parts of fixed equipment which are liable to be energized, shall be grounded.
16. Payment in full must be rendered during the event. Exhibitors ARE NOT billed for services provided. Services may be interrupted if payment is not received.
17. Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing & received by Edlen within 14 calendar days prior to show opening. Except sales tax, Edlen will not refund overpayment in amounts less than $50.00 unless specifically requested in writing.
18. Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.
19. Exhibitor holds Edlen harmless for any and all losses of power beyond Edlen's control, including, but not limited to, losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty Exhibitor equipment or overloads caused by Exhibitor.
20. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, Exhibitor will pay Edlen its attorney fees or applicable agency fees.
21. A service charge of 1.5% per month on any unpaid balances will be assessed starting 10 days after date of invoice. A $25.00 service charge will be assessed for all returned checks and credit cards. Exhibitor agrees to reimburse Edlen for all applicable rental taxes.
22. By signing this and/or the Method of Payment form, exhibitor hereby agrees to all terms and conditions on this order form.

COMMONLY ASKED QUESTION - WHERE WILL MY OUTLET BE LOCATED?

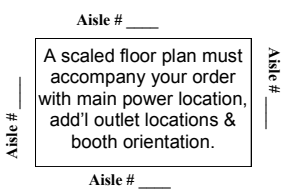
Outlets are located as depicted below for inline & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with Edlen to bring power inside the booth on a time and material basis.



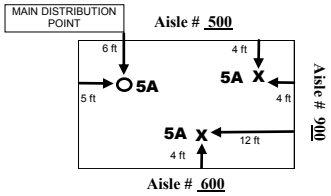
(IN-LINE BTHS) (PENINSULA)



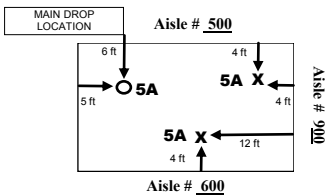
(BACK TO BACK PENINSULAS)


Aisle # ____
A scaled floor plan must accompany your order with main power location, add'l outlet locations & booth orientation.
Aisle # ____
Aisle # ____
Aisle # ____

ISLAND BOOTHS



EXAMPLE-FLOOR POWER



EXAMPLE-CEILING POWER

FOR OTHER COMMONLY ASKED QUESTIONS VISIT OUR WEB SITE @ WWW.EDLEN.COM
OR CALL THE NUMBER ON THE FRONT OF THIS FORM.

METHOD OF PAYMENT FORM

Advance Payment Deadline Date: 04/17/14

ELECTRICAL EXHIBITION SERVICES
715 Hundley Way, Placentia, CA 92870
Ph: (714) 985-1480 Fax: (714) 985-1481
anaheim@edlen.com

COMPANY:		BTH #	
EVENT:	**Oncology Nursing Society**		
FACILITY:	**Anaheim Convention Center**		
DATES:	**May 1 - 3, 2014**	EVENT#:	**054058LA**

EXHIBITOR INFORMATION

COMPANY NAME:		PHONE:
ADDRESS:		FAX:
CITY:	ST:	ZIP:
COUNTRY:		CELL:
EMAIL:		

METHOD OF PAYMENT

All transactions require a credit card on file with proper authorization. In addition to checks, Edlen also accepts American Express, Master Card, Visa, Discover and Wire Transfers. Indicate form of payment below.

☐ **COMPANY CHECK**

Please make check payable to: Edlen Electrical. All foreign checks must be drawn on U.S. Banks only. Please reference the Event # listed above on your remittance.

☐ **BANK WIRE TRANSFER INFORMATION ***

Bank transfer to Bank of America
Wire Transfer:
ABA#: 026009593 Acct: 33855214
International Wire Transfer:
Swift Code: BOFAUS3N Acct: 33855214
ACH Direct Deposit
ABA# 125000024 Acct: 33855214

*** $25 processing fee MUST be included with transfer.**

☐ **CREDIT CARD**

For your convenience, we will use this authorization to charge any remaining balances on your account prior to event closing. A copy of final charges will be sent to the email address provided in the payment information section.

☐ **VISA** ☐ **MASTERCARD**

☐ **AMX** ☐ **DISCOVER**

CHECK AND CREDIT CARD INFORMATION

CHECK #			
CREDIT CARD NUMBER:		EXP DATE:	
CARD HOLDER SIGN:	PRINT NAME:		
EMAIL ADDRESS:	THIRD PARTY: YES or NO		
CREDIT CARD ADDRESS INFORMATION IF DIFFERENT THAN INFORMATION ABOVE			
ADDRESS:	CITY:	ST:	ZIP:

By signing and placing this order, I accept all payment policies and the terms and conditions outlined on all service order forms completed.

PLEASE SIGN

AUTHORIZED SIGNATURE

PRINT NAME DATE

SERVICE TOTALS

ELECTRICAL/LABOR/MATERIAL	
PLUMBING	
LIGHTING	
TOTAL DUE	

ELECTRICAL LABOR FORM

Advance Payment Deadline Date: 04/17/14

ELECTRICAL EXHIBITION SERVICES
715 Hundley Way, Placentia, CA 92870
Ph: (714) 985-1480 Fax: (714) 985-1481
anaheim@edlen.com

COMPANY:		BTH #	
EVENT:	**Oncology Nursing Society**		
FACILITY:	**Anaheim Convention Center**		
DATES:	**May 1 - 3, 2014**	EVENT#:	**054058LA**

ELECTRICAL JURISDICTION

The work described below falls within the jurisdiction of the electrical union and cannot be performed by any other union, I&D house or exhibitor. Please feel free to contact our office for clarification of scope of work.

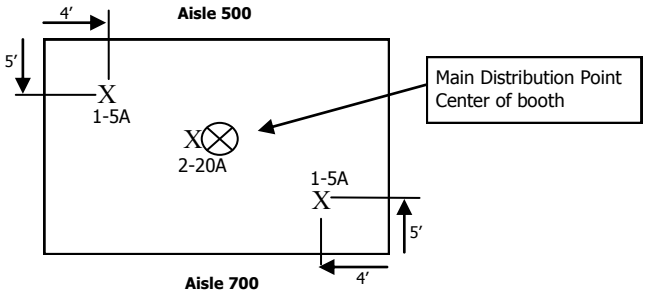
ELECTRICAL LABOR IS REQUIRED FOR THE FOLLOWING WORK

1. Electrical distribution under carpet
2. Connection of all 208V or higher services
3. Hardwiring of any electrical apparatus
4. Overhead power distribution
5. Wiring of overhead signs
6. Assembly & Installation of lighting hung from truss or ceiling
7. Installation of lighting requiring tools for installation

POWER DISTRIBUTION - PLEASE PROVIDE THE FOLLOWING INFORMATION

1. Floor Plan layout of your booth space:
   - A. Floor plans must include exact outlet locations with dimensions or be to scale.
   - B. Floor plans must reflect booth orientation. Please note surrounding booth or aisle numbers.
   - C. Power comes from the floor. Identify a main power location we can deliver the power to. Power is distributed from that point.

   Example: 20x30 Island Booth



2. Date you will begin building your booth _____ Estimated time _____
3. Show Site Contact with authority to make additions or changes to your order

   Contact Name _____

   Contact Company _____

   Contact Cell # _____

4. Credit card information must be on file before any labor begins in your booth space. Please provide this information on your method of payment form.

PLEASE USE THE BACK OF THIS FORM TO REQUEST ALL OTHER ELECTRICAL LABOR

ELECTRICAL LABOR FORM

Advance Payment Deadline Date: 04/17/14

ELECTRICAL EXHIBITION SERVICES
715 Hundley Way, Placentia, CA 92870
Ph: (714) 985-1480 Fax: (714) 985-1481
anaheim@edlen.com

COMPANY:		BTH #	
EVENT:	**Oncology Nursing Society**		
FACILITY:	**Anaheim Convention Center**		
DATES:	**May 1 - 3, 2014**	EVENT#:	**054058LA**

ELECTRICAL LABOR/LIFT RATES & RULES

Please be advised that labor start times cannot be guaranteed. If no time is provided, work will be performed on a first-come first-serve basis. A representative must come to Edlen's Labor Desk prior to each individual labor call to confirm that booth is ready for such labor. If labor is dispatched at the requested time and no "exhibitor supervisor" is available, a minimum 1/2 hour labor charge per electrician will apply. A minimum labor charge of 1 hour will apply per man for installation. Dismantle time will be calculated at 1/2 of the total installation time.

LABOR RATES

Straight time	104.00 per hour
Monday-Friday 8:00am - 4:30pm, excluding holidays	
Overtime	208.00 per hour
Monday-Friday 4:30pm - 8:00am, all day Saturday, Sunday & Holidays	

LIFT RATES

Lift	Call for quote

Lift charges will apply to for all overhead work such as; light installation overhead, power or data cable distribution overhead, hanging signs, etc. Lift cost does not include operator.

LABOR REQUIRMENTS (Please complete all the sections below)

If you require any additional electrical work in your booth, please provide us with a production schedule with the dates, times, number of men required and the type of work requested. This will assist us in accommodating your labor needs.

Example

Day	Monday	Date	1/5	# Men	4	Time	8:00 am	Work required	Assemble & hang truss/lights
Day	Tuesday	Date	1/6	# Men	1	Time	12:30pm	Work required	Wire electric sign

Day		Date		# Men		Time		Work required	
Day		Date		# Men		Time		Work required	
Day		Date		# Men		Time		Work required	
Day		Date		# Men		Time		Work required	
Day		Date		# Men		Time		Work required	
Day		Date		# Men		Time		Work required	

SHOW SITE SUPERVISOR

Contact Name:		Company:	
Cell Number:		Email address:	

PLEASE PROVIDE CREDIT CARD INFORMATION ON THE METHOD OF PAYMENT FORM

Credit card information must be on file before any of the requested labor is performed.

ELECTRICAL LAYOUT FORM

Advance Payment Deadline Date: 04/17/14

ELECTRICAL EXHIBITION SERVICES
715 Hundley Way, Placentia, CA 92870
Ph: (714) 985-1480 Fax: (714) 985-1481
anaheim@edlen.com

COMPANY:		BTH #	
EVENT:	**Oncology Nursing Society**		
FACILITY:	**Anaheim Convention Center**		
DATES:	**May 1 - 3, 2014**	EVENT#	**054058LA**

Use the grid below to indicate the location of each electrical outlet ordered. If power is only required at the rear of an in-line booth this form is not necessary.

Indicate booth type: Island ☐ Peninsula ☐ Inline ☐ Provide aisle or adjacent booth #'s for orientation

Power is brought to one location in island booths and then distributed from that point. Indicate this location and all other outlet locations using the legend below:

X = Main Distribution Point ◆ = 5amp/500watt ▲ = 10amp/1000watt ★ = 15amp/1500watt ● = 20amp/2000 watt

Indicate the layout scale and total square footage. Example: 1 Square = 1 Foot

_____Square = _____Ft Total Square Footage = _____

Adjacent Booth or Aisle # _____

Adjacent Booth or Aisle # _____

Adjacent Booth or Aisle # _____

Adjacent Booth or Aisle # _____

Smart City
5795 W. Badura Ave, Suite 110
Las Vegas, Nevada 89118
888-446-6911
702-943-6001 (Fax)

ANAHEIM CONVENTION CENTER

INTERNET - NETWORK / TELEPHONE SERVICE CONTRACT

Company Name	**Booth / Room**	**Show Name:** ONCOLOGY NURSING SOCIETY
Billing Name	*If a show directory is published, do you want your company name and assigned numbers listed?* ☐ Yes ☐ No	**Show Dates:** 5 / 1 / 14 **To** 5 / 3 / 14
Billing Address		**Incentive Order Deadline:** 4 / 14 / 14
City, State / Country, Zip		Email
Contact	Telephone Number ( ) -	Fax Number ( ) -

Credit Card Number: ☐ AMX ☐ MC ☐ Visa

Expire Date (MM / YY): / Sec Code:

Print Card Holder Name:	Card Holder Signature and/or Acceptance of T's & C's:

Important! Review "Product Overview / Glossary" literature to assure the services you have selected will provide the functionality for any application(s) you will be utilizing. **View complete descriptions of Services and Terms & Conditions at smartcitynetworks.com/Facilities/Locations.aspx .** Please call if assistance is needed. **Note Cancellation Policy Specifics – Terms & Conditions item #13 – This document, page / thumbnail 2.**

Description of Service	Type	QTY	Incentive	Base	Total
1. Internet – Networking Services: (10 / 100 Base - T)					
a. NetPremium (Shared Ethernet Service, 1 Static Public IP address)	SE		$ 1,195	$ 1,495	
b. Additional Public IP Address / Device (NetPremium) - Max 10 addl allowed	IA-SP		$ 150	$ 185	
c. NetStandard (Shared EtherNAT Service, 1 Static Private IP address)	NE		$ 995	$ 1,245	
d. Additional Private IP Address / Device (NetStandard) - Max 10 addl allowed	IA-SN		$ 125	$ 155	
e. NetBasic (Shared up to 512K↑/1.5M↓)(1 Private DHCP IP, 1/Device) - Limited Qty	BE-1.5		$ 795	$ 995	
f. NetExpress (Shared up to 256K↑/512K↓)(1 Private DHCP IP, 1/Device)-Limited Qty	BE-512		$ 595	$ 745	
g. NetDedicated (Dedicated 1.54 Mbps w/5 IP addresses) - No addl IP's available	TS		$ 3,495	$ 4,370	
h. NetDedicated Plus (Dedicated 3 Mbps w/29 IP addresses)	TS-03		$ 5,900	$ 7,375	
2. Internet – Networking Services: Equipment					
a. Switch / Hub Rental (8 Port) – 10 / 100 Base -T	SW08		$ 150	$ 185	
b. Switch / Hub Rental (24 Port) – 10 / 100 Base -T	SW24		$ 225	$ 280	
c. Patch Cable (up to 50') – Cat 5e	PC		$ 50	$ 62	
3. Voice Services: PBX Service – Dial "9" for an outside line					
a. Single Line (no Instrument) (unrestricted long distance)	LO		$ 275	$ 345	
b. Multi-Line Phone w / 1 main Number & 1 rollover line (unrestricted LD)	ML		$ 415	$ 520	
4. Voice Services: Dedicated Line (Direct line do not dial "9")					
a. Dedicated Line - (no Instrument) (unrestricted) - Limited Quantity	DL		$ 395	$ 495	
5. Voice Services: Special Services					
a. Telephone Instrument (Single Line, Touchtone) upon request	SL / DI				
b. Long Distance Restrictions (Credit Card / Intl Restriction) upon request	CC / IR				
6. Special Line Services (For 3rd Party Circuit Extensions - Must order circuit from local Bell Co or Other Provider)					
a. Analog Extended Pots line from Demarc to Booth	DP		$ 200	$ 250	
b. ISDN BRI Extended circuit from Demarc to Booth	IS		$ 400	$ 500	
c. T-1 Extended Data / Telco circuit from Demarc to Booth (See T&C 8)	T2 / T1		$ 2,000	$ 2,500	
d. DS-3 Extended circuit from Demarc to Booth (See T&C 8)	T3		$ 9,000	$ 11,250	
e. Labor / Floor Work - Fee per hour (See T&C 1)	FW		$ 125	$ 125	
f. DSL Extended circuit from Demarc to Booth (Not Available)	HL		(Call if any questions)		
g. Point-to-Point / Special Engineering / VPN / Web Casting (See T&C 1)	VP / MI		(Call 888-446-6911 for quote)		
7. Special Quote – Attachment A or SOW (if applicable)	MI		(Call 888-446-6911 for quote)		
8. Move - In / On - Site order fee (if ordering service after show move-in has started).			**(20%) x (Base Price)**		
9. Distance Fee of $500 Internet / $100 Telephone for each line outside the convention venue.			**x (number of lines)**		
				SUBTOTAL	
Unused portions of deposits returned with final billing.				**ESTIMATED 10% TAX / FEES DEPOSIT = SUBTOTAL x 10%**	
TOTAL PAYMENT MUST ACCOMPANY ORDER. *Credit Card users may fax order to 702-943-6001*				**GRAND TOTAL**	

***** Incentive Price applies to orders received With Payment 14 days prior to the 1st day of show move-in. *****

FOR SMART CITY USE:	Payment Rec'd (Amount):	Customer No: **2014 - 004 - 951 -**

ORDER ON LINE: https://www.smartcitynetworks.com/order/center.aspx?center=004

Terms and Conditions / Payment Options

1. **Smart City is the exclusive provider and installer of all Voice, Data and Network** services (wired and wireless) including communications cabling. This includes **all cabling** to meeting rooms, booths, within booths (under carpet and flooring), fiber optic, twisted pair (Category 3, 5 and 6), coaxial and all other data and telecommunications related cabling.
2. The use of the network connection(s) provided by Smart City may be used only by the directors, officers and employees of the Company, its guests, its agents and consultants while performing service for the Company and **cannot be resold or distributed to other companies** or individuals.
3. All devices for which Smart City directly or indirectly provides Internet / Network connectivity must pay a device charge or purchase a Smart City assigned IP address.
4. **Incentive Price** applies when a completed order with payment is received no later than 14 days prior to the first day of show move-in. **Base Price** applies to **(a)** all orders received from One (1) to Thirteen (13) days before show move-in has started or **(b)** orders received on or before the 14 day Incentive Deadline without payment **(c) orders placed on site or after show move-in has started will be at Base Price plus an additional 20% X Base Price.**
5. **Internet / Network** – 10 / 100 Mbps, half / full-duplex, auto-sensing Ethernet access to our backbone, with shared or dedicated Internet access up to 512 Kbps or greater (depending on service ordered) via an RJ-45 jack, is provided for each connection ordered.
6. **Shared Internet Services Specific:** Routers, Streaming Applications, VoIP, DHCP, NAT or Proxy Servers are **not allowed with any** of our **shared** Internet / Network **services**. This includes, but is not limited to, NetPremium, NetStandard, NetBasic, and NetExpress. Smart City can engineer a custom dedicated network(s) to accommodate such special requests. Please call for quote.
7. Rates listed include a single IP address, standard installation to the booth in the most convenient manner and does not include computer equipment, NIC card, TCP / IP software or power to the booth.
8. Limited Availability: T-1 / DS-3 and other special circuit orders must be placed 45 days prior to show move-in date due to limited availability and to avoid additional charges.
9. **Wireless Specific: (a)** Smart City is the exclusive provider of voice, wired and wireless data service(s) for the Facility. **Wireless Devices not authorized by Smart City are strictly prohibited.** Customer(s) that desire to showcase their wireless products must contact Smart City 21 days in advance of show move-in to investigate the potential of Smart City engineering a customized cohesive network to operate without interference to other Customer(s), (applicable charges may apply). **(b)** The use of any wireless device that interferes with the facility's 2.5 / 5.8 GHz wireless data frequency range is prohibited and subject to disconnection at the Customer expense.
10. Unless otherwise directed, Smart City is authorized to cut floor coverings to permit installation of service.
11. **Internet Performance Disclaimer:** Smart City does not guarantee the performance, routing, or throughput; either expressed or implied, of any data circuit(s) connectivity with regards to the Internet and / or Internet backbone(s) beyond the Facility.
12. Only Smart City personnel are authorized to modify system wiring or cabling. Material and equipment furnished by Smart City for this service contract shall remain the property of Smart City.
13. **CANCELLATION** – There is a minimum $150 or 10% Cancellation fee (whichever is greater). Cancellations must be in writing. Additional cancellation charges will apply for orders that have already incurred processing, labor, material, and / or engineering costs. Some broadband services and special circuits cannot be cancelled once ordered and will incur full charges listed / quoted. Credit will not be given for service(s) installed and not used.
14. Service problems must be reported to the Smart City Service Desk. Service claims will not be considered unless filed in writing by Customer prior to close of show.
15. **Any additional cost incurred by SMART CITY to: 1) assist in trouble diagnosis or problem resolution found not to be the fault of SMART CITY or 2) collect information required to complete the installation that customer fails to provide (i.e. floor plans or special circuit numbers) may be billed to the Customer at the prevailing rate.**
16. **Equipment Management: (a)** Customers should pick up hubs, wireless devices, telephone instruments and other rental equipment at the Smart City Service Desk. **(b)** The Customer will be fully responsible for the protection and safekeeping of rental equipment and will be responsible for returning all rental equipment to the Smart City Service Desk within one (1) hour following close of the show.
17. The prices listed on this contract do not include Federal, State, Local or Other Taxes and Tax surcharges. Taxes / Tax surcharges will be included on your final bill. **Federal Tax ID is 65-0524748.**
18. **NOTE: THE CUSTOMER IS RESPONSIBLE FOR ALL INTERNATIONAL LONG DISTANCE AND OTHER APPLICABLE CHARGES AGAINST ASSIGNED TELEPHONE NUMBER(S)**
19. **All Single Line, Multi-Line, and Dedicated Line Telephone services include Directory Assistance, Information, "0+", Operator assisted, 1-800, 950, credit card type call usage and unlimited Domestic Long Distance. International Call charges will apply.**
20. **Long Distance (International Calls) and Line Restrictions: (a)** Credit Card restriction will only allow Local, "1-800" and Credit Card calling. Intl restriction will block all International calling but allow all other type calls. **(b)** All lines will be blocked from "976" and "900" dialing unless otherwise requested. Additional deposits may be applicable. **(c)** Smart City will provide a detailed listing of all toll / billable type calls made from applicable services. Additional LD deposits required for Intl companies.
21. A per line move fee starting at $100 (Telephone), $200 (Internet) may apply to relocate the line(s) after it is installed.
22. Prices are based upon current rates and are subject to change without notice.

(1) All Customer contracts and agreements are solely between SMART CITY and the prospective Customer; (2) SMART CITY is not the employee, agent or partner of the Facility; (3) The Facility is not a party to, nor shall it have any obligations or liabilities whatsoever to any Customer, under any Customer Contract including without limitation, the obligation to provide any of the services covered by such Customer Contract; (4) No representations or warranties are being made by the Facility with respect to any Customer Contract or any Communications Services; (5) The right of the Customer to receive any Communications Service will be terminated if this Agreement is terminated for any reason provided therein; and the Facility will have no obligation to continue providing such service unless the Facility elects in its sole discretion to continue to provide such services itself or through a third party; (6) The provisions of the Customer Contract are separate and independent from the provisions of the Customer's lease space in the building and shall not affect the Customer's obligations under such lease and without limiting the foregoing, in no event shall any default by SMART CITY under the Customer Contract or any failure with respect to any Communications Services have any effect on any Customer's obligations to the Facility under any lease or any other occupancy agreement between such Customer and the Facility.

23. **A valid Credit Card number with signature MUST be on file regardless of payment method. For your convenience we will use this authorization to charge your credit card for any additional amounts incurred**.
24. Smart City accepts payments in US dollars, Checks drawn on a US bank, Wire Transfers or the following Credit Cards: (Amex, MasterCard, Visa,). Make all checks payable to: ***Smart City***.
25. Due to the cost of processing checks, any refunds due in the amount of $10.00 or less will not be refunded except upon written request.

Mail or Fax Completed Orders with Payment and Floor Plan To

SMART CITY
5795 W. BADURA AVENUE, SUITE 110
LAS VEGAS, NEVADA 89118
(888) 446-6911 FAX (702) 943-6001

Customer Acceptance of All Smart City Terms and Conditions / Attachments:

With execution of this document the Customer hereby authorizes Smart City to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the Terms and Conditions and Attachments contained herein & Website.

Print Authorized Name	Authorized Signature	Date

FOR SMART CITY USE:	Payment Rec'd (Amount):	Customer No: 2014 - 004 - 951 -

ORDER ON LINE: https://www.smartcitynetworks.com/order/center.aspx?center=004

***** Tipping is not permitted. Any request from personnel for gratuities should be reported to Management immediately. *****

Network Security Declaration

Center: Anaheim CC (004) - CA **Company Name:** _____

Show: ONCOLOGY NURSING SOCIETY **Booth / Room #:** _____

Customer / Ref #: 2014 - 004 - 951 -

The Network Security Policy implemented for this Facility requires Customer(s) adherence to several necessary precautions in order for Smart City to maintain a healthy, viable network for all Customers. This declaration of compliance with the security requirements as noted herein is an acknowledgement of Smart City's filtering policies and must be completed, signed by an authorized Customer representative and mailed or faxed to Smart City prior to the requested network service(s) being activated for Customer's usage.

Network Security Policy:

Smart City requires that all devices directly or indirectly accessing Smart City's network(s) have the latest virus scan software, Windows® security updates, system patches, and any other technological precautions necessary to protect the Customer(s) and others from viruses, malicious programs, and other disruptive applications. Any device(s) which adversely impacts Smart City's network(s) may cause service interruptions to Customer(s) which can lead to disconnection of the Customer's equipment from the network(s), with or without prior notice at Smart City's sole discretion. The device(s) in question will remain disconnected until all issues are adequately resolved. All charges will apply and no refunds will be given. Additional charges may apply for trouble diagnosis and / or problem resolution.

Smart City has implemented filtering policies on all Internet routers. These filters block all inbound Internet Control Message Protocol (ICMP) -- Ping, Traceroute, etc. -- destined to any Smart City Network(s). Smart City understands that Ping and Traceroute are valuable troubleshooting tools; therefore Smart City's Policy does allow ICMP (Ping & Traceroute) packets sourced from any Smart City network(s).

Further, to avoid infection by common Internet worms (Nachi, MSBlaster, LoveSAN, etc.), Smart City has implemented similar filters on the following TCP and UDP port numbers: UDP – 137, 138, 402, 1434 and TCP – 135, 139, 402, 445, 4444.

Customers requiring inbound or outbound access to any of the filtered ports, should contact a Smart City customer service representative in advance of the event with details of the specific requirements so that Smart City may consider the potential of a customized alternative.

Each Customer's business is important to Smart City and with advanced and timely notification of a Customer's needs we are confident that we can provide network services that perform as expected for all clients.

***** Please inform all show site personnel about the importance of Smart City's Network Security compliance issues *****

***** Services are activated after Smart City is in receipt of this signed declaration of compliance with our network security requirements *****

Device(s) Operating System: _____ Total # of Devices: _____

Type of Anti-Virus Software Installed: ☐ Norton ☐ McAfee ☐ Other: _____

Virus Scan Last Updated - Date: ____ / ____ / ____ Security Updates Last Performed - Date: ____ / ____ / ____

Are You Renting Computers? ☐ Yes ☐ No Rental Company Name: _____

Rental Company Contact: _____ Contact Number: _____

With execution of this document the Customer hereby attests that Customer provided equipment, which will be connected to Smart City's network(s) at the above noted Facility and Show / Event has been properly protected, contains anti-virus software, and the latest patches and security updates have been installed. Customer(s) also accepts the responsibility for the performance of Customer's equipment and understands the conditions placed on service delivery by this document as well as the potential that additional charges may be incurred should Customer's equipment be found to adversely impact Smart City's network(s) performance. The Customer acknowledges that this Network Security Declaration is part of the Customer Contract allowing Smart City to provide requested service(s) and is subject to change without notice.

_____ _____

Signature Date

_____ _____

Printed Name Title

5795 W. Badura Ave, Suite 110 • Las Vegas • Nevada 89118 • (888) 446-6911 • (702) 943-6000 • Fax (702) 943-6001

SmartCity

Floor Plan – Communications Cable

Center: Anaheim CC (004) - CA **Company Name:** _____

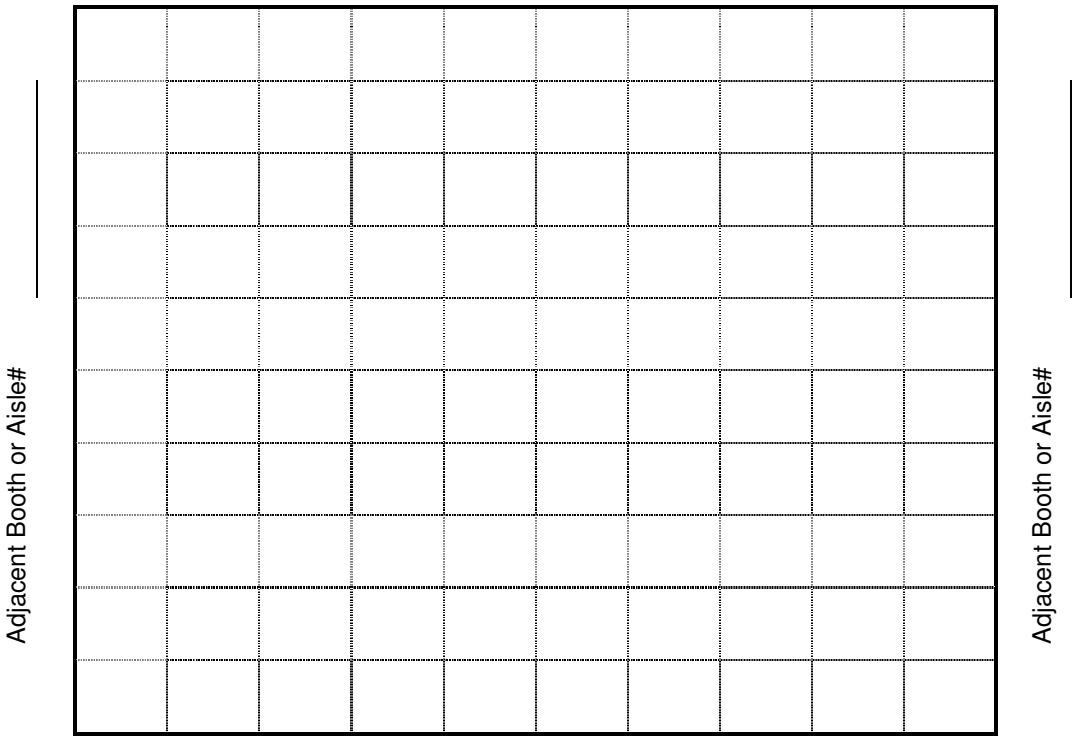
Show: ONCOLOGY NURSING SOCIETY **Booth / Room #:** _____

Customer / Ref #: 2014 - 004 - 951 -

Voice and Data communications cabling. Smart City is the **exclusive installer** of Voice and Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 3, 5 and 6), coaxial and all other data and telecommunication cable fall under Smart City's area of expertise.

IMPORTANT!! Prior to installation of service, a complete floor plan is required. Please utilize this grid should you not have your own floor plan to send us. You may use a different floor plan for each service group (Telephone, Internet, etc.) or combine all services on one floor plan. For a floor plan to be considered complete it **must** include all the information listed below (Main Distribution Location "MDL", designated location of items within the booth, surrounding booths, scale-length and width).

Adjacent Booth or Aisle# _____



Adjacent Booth or Aisle# _____

X = Main Distribution Location (**MDL**) – The originating line(s) for service, whether from overhead, a floor pocket or a column, will be delivered to a "**MDL**" before being distributed within your booth. Example: Storage area, back of booth, etc. (unless specified, the default for the "**MDL**" will be the back of the booth or at Smart City's discretion, the most convenient location). All distribution of services to their final destination within the booth will originate from the "**MDL**". A per line move fee will apply to relocate services within your booth after they have been engineered and / or installed.

T = Location of Telephones, Fax lines or other telecommunications equipment "**T**".

I / H / PC / C = Location of primary Internet Service "**I**", Hubs "**H**", Patch Cables "**PC**" and / or Computers "**C**". For Smart City to perform your floor work, you will need to indicate the location of each item you want cabled. Make sure to order your floor work, hubs, and patch cables early and in advance of the show moving in.

Orientation = The Booth or Aisle #'s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for Smart City to accurately install your services.

Size = Booth dimensions (example 10x10) _____ . **Scale** = 1 Box is equal to _____ ft.

5795 W. Badura Ave, Suite 110 • Las Vegas • Nevada 89118 • (888) 446-6911 • (702) 943-6000 • Fax (702) 943-6001

SmartCity

Audio Visual Request Form

SWAV

** Please Order 2 Weeks Before Show **

** 25% Late Order Surcharge **

Southwest Audiovisual | 1035 N. 21st Ave. | Phoenix, AZ | 85009 | Phone: 602-258-4911 | Fax: 602-230-5374

Equipment	Qty	Show Rate	Subtotal
Flat Panel HD Displays			
32"		$425.00	
42"		$495.00	
65"		$2,495.00	
Stand - Chrome Dual Post		$150.00	
Touch Screen Displays			
20"		$350.00	
32"		$850.00	
46"		$1,895.00	
Larger		**Call**	
Stand - Chrome Dual Post		$150.00	
Audio Equipment			
Mackie Sound System		$595.00	
with Wirelss Microphone + Mixer			

Equipment	Qty	Show Rate	Subtotal
Desktop Computers			
Dell i5 tower		$325.00	
Dell Dual Core mini		$295.00	
All-in-One Touch Screen Computers		**Call**	
Laptop Computers			
Dell XPS 15" - i7 - 4GB		$250.00	
Mac Book Pro		$295.00	
Misc Equipment			
DVD Player		$125.00	
LCD Projector (4,500 lumens)		$1,400.00	
Network Hub/Switch		$50.00	
Booth Lighting - Custom		**Call**	

****Additional items and Services are available.**

Please Call or Email for More Info **

Delivery

Delivery rate is $200 for all rentals up to $1500.Rentals more than $1500 must be quoted on a per order basis

Installation

A representative from your company must be on hand to sign for equipment. Repeat deliveries and/or pickups are subject to an additional charge. Labor charges listed include initial delivery, installation, on-site service, and pick-up at your booth. Drayage not included.

Credit Card

For your convenience, we will use this authorization to charge your credit card for your advance orders and any additional fees incurred as a result of on-site orders placed by your representative(s). These fees include any services provided by SWAV or charges we incur on your behalf.

Cancellation

Cancellation of rental equipment and services mmust be made 48 hours prior to delivery. No refunds will be made for any cancellations made less than 48 hours prior to delivery

** Union Handling & Set Up Fee (if applicable)**

Union fees will be based on local union jurisdiction and current rates. Delivery and pickup times will also determine whether you are charged Straight Time, Overtime or Double Time. Calculated rate will be sent back with your application.

** Note: In venues where union participation is necessary, delivery and pickup times may vary depending upon avilability of laborers. **

Equipment	
Delivery/pickup minimum charge	$200.00
Union Fee **if applicable	
25% Late or onsite surcharge	
Sub-Total	
9% Sales Tax	
Grand Total	

Payment

SWAV requires payment in full at the time your order is placed. Payment includes but is not limited to: Equipment Rental, Delivery and tax.

Exibitor Information

Company Name:

Booth #: Booth Location:

Ordered by: Phone:

Set Up Date: Set Up Time:

Pick Up Date: Pick Up Time:

On-Site Contact Name: Contact Cell#:

Address:

City: State: Zip:

Authorized Signature:

Payment Information

Company Name:

Credit Card Number:

Exp. Date:

Billing Address:

City: State: Zip:

Name on Card:

Ordered By: Phone: Fax:

Email Arrdess:

Authorized Signature:

☐ AMERICAN EXPRESS Cards ☐ VISA ☐ MasterCard ☐ DISCOVER NOVUS

CABLE TV SERVICE CONTRACT

Smart City
5795 W. Badura Ave, Suite 110
Las Vegas, Nevada 89118
888-446-6911 • 702-943-6001 (Fax)

ANAHEIM CONVENTION CENTER

Company Name	**Booth / Room**	**Show Name:** ONCOLOGY NURSING SOCIETY
Billing Name	*If a show directory is published, do you want your company name and assigned numbers listed?* ☐ Yes ☐ No	**Show Dates:** 5 / 1 / 14 **To** 5 / 3 / 14
Billing Address		**Incentive Order Deadline:** 4 / 14 / 14
City, State / Country, Zip		Email
Contact	Telephone Number ( ) -	Fax Number ( ) -

Credit Card Number: ☐ AMX ☐ MC ☐ Visa Expire Date (MM / YY): / Sec Code:

Important! Please Note Cancellation Policy Specifics – Terms & Conditions item #12 – This document, page / thumbnail 2.

Print Card Holder Name:	Card Holder Signature and/or Acceptance of T's & C's:

Description of Service	Type	QTY	(Price + Deposit)	Total
1. Standard Cable TV Services				
a. Basic Cable TV Service (One Cable TV drop is provided with each service ordered)	CTV-B		($ 250)	
b. Digital – Premium Cable TV Service (A refundable deposit for each Digital Converter is required for each service ordered)	CTV-D		($ 500 + $ 150)	
c. HDTV Cable TV Service (A refundable deposit for each Cable Modem is required for each service ordered)	CTV-H		($ 500 + $ 150)	
2. Special Services				
a. Labor / Floor Work Fee per hour	FW		($ 125)	
b. Special Quote – Attachment A or SOW (if applicable)	MI		(Call 888-446-6911 for quote)	
3. Expedite Charge $75 per Line (if ordered less than 14 days prior to 1st day of show move-in)			x (number of lines)	
4. On Site / Move–In order fee of $150 per line (if ordering service after show move-in has started)			x (number of lines)	
5. Distance Fee of $500 minimum for each line outside the convention venue.			($ 500) x (number of lines)	
			SUBTOTAL	
Unused portions of deposits returned with final billing.			**ESTIMATED 10% TAX / FEES DEPOSIT = SUBTOTAL x 10%**	
TOTAL PAYMENT MUST ACCOMPANY ORDER. *Credit Card users may fax order to* ***702-943-6001***			**GRAND TOTAL**	

Notes:

1. For your convenience we will use this authorization to charge your credit card for any additional amounts incurred.
2. Smart City Network's Federal ID is 65-0524748.
3. Smart City accepts payment in US dollars, Checks drawn on a US bank or the following credit cards: (AMEX, VISA, MC). *Make all checks payable to:* ***Smart City*****.**
4. Installations are due 24 hours prior to show opening
5. Attach any required additional floor plans / diagrams.
6. Rates include bringing the service as listed, to the booth in the most convenient manner and does not include any other Cable TV specific equipment or power to the booth.

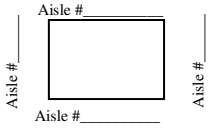
******** Credit card authorization must be on file for all Services and applicable Taxes / Fees. ********

Customer Acceptance of Terms and Conditions:_____ Date:_____

Indicate location in Booth With an X.

Island ☐

Standard ☐



Important! ! Include floor plan w/orientation. A move fee starting at $ 200 per line may apply to relocate the circuit after it is installed.

FOR SMART CITY USE:	Type of Service:	Exhibitor No. 2014 - 004 - 951 -
		Payment Rec'd:
Special Instructions:		
		CSR: Date: / /

LIMITATION OF LIABILITY

Except for claims for physical injury to persons, Smart City and its suppliers or subcontractors will not be liable for any special, or consequential damages or for loss, damage or expense directly or indirectly arising from customer's use or inability to use the system either separately or in combination with other equipment or software or for commercial loss of any kind (including loss of business profits) based upon breach of warranty, breach of contract, negligence, strict tort or any other legal theory whether or not Smart City or its suppliers or its subcontractors have been advised of the possibility of such damage or loss. Some states do not allow limits on warranties or on remedies for breach in certain transactions, in such states; the limits in this section may not apply. In no event shall liability exceed a refund of amounts actually paid to Smart City by company for their network attachment.

(1) All Exhibitor Contracts are solely between Smart City and the prospective Exhibitor; (2) Smart City is not the employee, agent, or partner of the Facility; (3) The Facility is not a party to, nor shall it have any obligations or liabilities whatsoever to any Exhibitor, under any Exhibitor Contract, including without limitation, the obligation to provide any of the services covered by such Exhibitor Contract; (4) No representations or warranties are being made by the Facility with respect to any Exhibitor Contract or any Communications Services; (5) The right of the Exhibitor to receive any Communications Service will be terminated if this Agreement is terminated for any reason provided therein; and the Facility will have no obligation to continue providing such services unless the Facility elects in its sole discretion to continue to provide such services itself or through a third party; (6) The provisions of the Exhibitor Contract are separate and independent from the provisions of the exhibitor's lease space in the building and shall not affect the exhibitor's obligations under such lease and without limiting the foregoing, in no event shall any default by Smart City under the Exhibitor Contract or any failure with respect to any Communications Services have any effect on any Exhibitor's obligations to the Facility under any lease or other occupancy agreement between such Exhibitor and the Facility.

TERMS AND CONDITIONS

1. **Payment** and order must be received no later than 14 days prior to the first day of show move-in or a **$75.00 per circuit expedite charge** will be applied. If ordering on site or after show move-in has started there is a **$150.00 per circuit** charge applied.
2. The prices listed on this contract do not include Federal, State or Local Taxes. Taxes will be included on your final bill.
3. Please provide all information requested on the form for speedy processing of your contract.
4. **Conditions for processing service contract / On-time Installation:**
   a. Payment for service must accompany contract.
   b. Incomplete contract forms will delay processing.
   c. Booth number(s) must be identified on face of form.
   d. Location of Cable Drop in booth must be designated on form or customer provided diagram 2 days before move-in date.
   e. Orders /changes received within 3 days of show move-in will be worked after other orders are complete.
5. **Equipment Management:**
   a. Exhibitors should pick up Digital Converters, Modems and other rental equipment at the Smart City Service Desk. Unused deposits paid will be refunded by mail within 60 days of show close following final reconciliation of your bill.
   b. The exhibitor will be fully responsible for the protection and safekeeping of rental equipment and will be responsible for returning all rental equipment to the Smart City Service Desk by 5:00 p.m. the day following close of the show.
   c. The Smart City Service Desk will be open to handle equipment rentals during move-in and show.
6. Any problems should be reported to the Smart City Service Desk.
7. Claims will not be considered unless filed in writing by Exhibitor prior to close of Show.
8. **Any additional cost incurred by SMART CITY to: 1) assist in trouble diagnosis or problem resolution found not to be the fault of SMART CITY or 2) collect information required to complete the installation that customer fails to provide may be billed to the Exhibitor at the prevailing rate.**
9. Only Smart City personnel are authorized to modify system wiring or cabling. Material and equipment furnished by Smart City for this service contract shall remain the property of Smart City.
10. Due to the cost of processing checks, any refunds due in the amount of $10.00 or less will not be refunded except on request.
11. There will be a $25.00 service charge for all returned checks.
12. **CANCELLATION** - There is a minimum $150 or 10% Cancellation fee (whichever is greater). Cancellations must be in writing. Additional cancellation charges will apply for orders that have already incurred processing, labor, material, and/or engineering costs. Some broadband services and special circuits cannot be cancelled once ordered and will incur full charges listed / quoted. Credit will not be given for service installed and not used.

Complete and Return To

***** ORDERING SERVICES *****

MAIL CHECK OR FAX PAYMENT W/ORDER TO:
☐ SMART CITY
5795 W. BADURA AVENUE, SUITE 110
LAS VEGAS, NEVADA 89118
(888) 446-6911 FAX (702) 943-6001

***** FLOOR PLANS *****

MAIL OR FAX FLOOR PLANS TO:
☐ SMART CITY
5795 W. BADURA AVENUE, SUITE 110
LAS VEGAS, NEVADA 89118
(888) 446-6911 FAX (702) 943-6001

ORDER ON LINE: www.smartcity.com/orders/placeorder.asp

Booth Services Catering Menu

A 17% service charge and 8% sales tax will be added to all food & beverage services. All prices subject to change. All of our menus are printed on 100% post consumer recycled paper and printed with soy based ink. Consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may increase your risk of food borne illness.

Early Riser

*15 people minimum per order

Signature Sunrise
Assorted Danish, Muffins, and Bagels
Cream Cheese and Jams
Starbucks Fair Trade Certified Coffee and Decaf
Herbal Tea
$13 per person

The Bagel Bar
Assortment of Fresh Bagels with
Whipped Butter, Peanut Butter, Honey
Fruit Preserve, Cream Cheese
Assorted Individual Juices
Starbucks Fair Trade Certified Coffee and Decaf
Herbal Tea
$14 per person

Morning Agenda
Assorted Scones, Bagels, and Muffins
Cream Cheese, Preserves, and Butter
Whole Fresh Fruit
Assorted Bottled Juices
Starbucks Fair Trade Certified Coffee and Decaf
Herbal Tea
$16 per person

All American Breakfast
Scrambled Eggs, Breakfast Potatoes, Bacon,
and Biscuits
Individual Assorted Juices
Starbucks Fair Trade Certified Coffee and Decaf
Herbal Tea
$20 per person

Croissant Breakfast Sandwich
Choice of bacon, sausage patty, or shaved honey cured ham.
Farm fresh cage free scrambled egg, Tillamook cheddar
cheese.
$6 each

Breakfast Burrito
Hearst Ranch steak or sausage, flour tortilla, cage free
scrambled eggs, cheese, peppers and onions, Weiser Farms
breakfast potatoes and Anaheim chili salsa
$6 each

Whole Fresh Fruit	$2.75 each
Sliced Fresh Fruit	$8 per person
Individual Yogurts	$3.50 each
Milk and Chocolate Milk	$3.25 per half pint

From the Bakery
Sliced Breakfast Breads
Assorted Muffins
Bagel Assortment, with Cream Cheese
Danish, Pastries, Mini Croissants
Coffee Cake Squares
Artisan Scones
Cinnamon Buns
$36 per dozen

Donut Assortment
$40 per dozen

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BEVERAGES

Hot Beverages

Starbucks Fair Trade Coffee Regular Decaffeinated, Includes Half and Half	$50 per gallon
* Enhance with Non Fat Milk & Soy	$52.50 per gallon
Herbal Teas Includes Honey and lemon	$50 per gallon
Hot Chocolate Packets	$24 per dozen
Mexican Hot Chocolate - House-Made Served with Marshmallows	$60 per gallon
Starbucks Coffee Kit (100 cups) Make it yourself coffee kit that contains Coffee Maker 7 bags of regular coffee, 3 bags of decaf coffee, 6 gallons of water, appropriate condiments *requires 120 volt. 15.3 amp Electrical	$265 each
Replenish Kit	$125 each

Cold Beverages

Assorted Soft Drinks Pepsi products	$3 each
Tropicana Juice Assortment Orange, Grapefruit, Apple and Cranberry	$3 each
Our Private Labeled PET Anaheim Bottled Water	$3.25 each
Sparkling Water	$4 each
Sobe Life Water	$5 each
Fruit Punch	$30 per gallon
Fresh Squeezed Lemonade - Choice of lemon, strawberry or cherry flavors	$40 per gallon
Brewed Iced Tea Served with lemon wedges	$30 per gallon
Infused Iced Tea - Ginger, Mango or Peach	$40 per gallon
Aqua Fresca Jaime Farms Seasonal Watermelon, Pineapple or Cantaloupe	$50 per gallon
Juice - Orange, Cranberry, Apple or Grapefruit	$35 per gallon
Flavored Water Spa Water with Cucumber and Lime, McGrath Farms Strawberry with Fresh Basil or House Grown Orange	$40 per gallon
Water Cooler Required 115 volt 5 amp electrical	$50 per cooler
Arrowhead Water (5 Gallon)	$75 each

A 17% service charge and 8% sales tax will be added to all food & beverage services. All prices subject to change. All of our menus are printed on 100% post consumer recycled paper and printed with soy based ink. Consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may increase your risk of food borne illness.

Crowd Pleasers

Sweet

Hershey's Miniature Chocolate Bars	$30 per pound
Assorted Full Size Candy Bars	$3.50 each
California Raisins	$3.00 each
Cracker Jacks, Rice Crispy Treats	$4.00 each
Baked Cookies	$36 per dozen
Dessert Bars	$36 per dozen
Brownies	$36 per dozen
Cupcakes	$48 per dozen

Savory

Chex Mix	$3.25 each
Mini Pretzels, Peanuts	$3.25 each
Gourmet Popcorn	$4.00 each
Vicky's Potato Chips	$3.25 each
California Cashews	$4.00 each
Trail Mix	$4.00 each

Healthy

Mozzarella Cheese Sticks or Tillamook Cheddar Cheese	$2.00 each
Kashi Health Bars	$5.00 each
Clif Energy Bars	$5.00 each
Granola Bars	$2.75 each

Chilled

Novelty Ice Cream Bars	$5.00 each
Frozen Fruit Juice Bars	$3.75 each
Haagen-Dazs Gourmet Ice Cream Bars	$9.00 each

Logo Sheet Cake

Full Sheet (Serves 90) or Half Sheet (Serves 45)
Market Price* Contact Catering Service Sales Manager
* Artwork additional cost

Antique Brass Espresso Machine

Hot fresh Cappuccino, Latte or Mocha

(900 Servings)	$3,150 per day
*Additional Cups	$3.50 each

One Barista Attendant included for up to 6 hours per day. Requires Dedicated 220 volt, 30 amp electrical hook-up and one eight foot skirt table.

*Additional Barista Hours	$37.50 per hour

Frozen Beverage Service

500 (5oz) servings	$1,850 per day
*Additional Frozen Beverage	$3.75 each

One Attendant included for 4 hours. Requires 110 volt, 20 amp, 24 hour electrical.

*Additional Attendant Hours	$37.50 per hour

Flavor Burst Ice Cream

550 cones	$1,925 per day
*Additional Cones	$3.50 each

One Attendant included for 6 hours. Requires 220 volt, 30 amp, 3 phase and 24 hour electrical.

Antique Popcorn Machine Rental $225 per day
(67Hx34Wx25D; Requires 110 volt, 20 amp electrical hook-up)
Popcorn Packs (300 Servings) $450 per case
*Includes Bags

Otis Spunkmeyer Cookies

Chocolate Chip, Oatmeal Raisin, Peanut Butter or White Chocolate Macadamia Nut.

Includes 240 Cookies	$220 per case
Oven Rental	$120 per day

*9"H X 20" D . Requires 110 volt, 20 amp and electrical hook up

Attendant Required (4hr minimum)	$150 each
*Additional hour.	$37.50 Per Hour

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LUNCH

*15 people minimum per order

The Main Sandwich Event
Indulge Signature Sandwiches, Tossed Green Salad two Dressings, Pasta Salad, Grilled Seasonal Vegetables, Chips, Fresh Baked Cookies and Assorted Sodas.
(Minimum of 5 per selection)
Premium Signature Sandwiches
- Roma Basil Baguette filled with Prosciutto and Provolone Cheese
- Focaccia filled with Portobello Mushrooms, Spinach and Roasted Red Peppers
- Sourdough Boule filled with Roast Beef and Ham
- Baguette filled with Peppered Turkey and Apple Ginger Chutney
- Ciabatta filled with Grilled Chicken, Caramelized Onions and Arugula
$27 per person

The Classic Sandwich Collection
Include Classic Sandwiches, Tossed Green Salad two Dressings, Pasta Salad, Chips, Fresh Baked Cookies and Assorted Sodas.
(Minimum of 5 per selection)
Classic Sandwiches
- Tuna Salad Sandwich
- Ham and Cheese Sandwich
- Italian Wrap
- Roast Beef Sandwich
-Turkey Sandwich
- Chicken Salad Sandwich
- Chicken Caesar Sandwich
- Vegetarian Sandwich
$25 per person

Bistro Designer Box
Select from of our Premium Signature Sandwiches
Enjoy it with Pasta Salad, Whole Fresh Fruit,
Cookie and Soft Drink
$26.50 per box

Classic Sandwich Box Lunch
Select from of our Classic Sandwiches and enjoy it with
Pasta Salad, Whole Fresh Fruit, Cookie and Soft Drink
$24.50 per box

Build Your Own Philly Cheesesteak Sandwich
Hot Roast Beef with Provolone Cheese, Sautéed Peppers, Onions and Mushrooms
French Rolls and Chips.
$18 per person

Little Italy
Meat or Vegetarian Lasagna.
Served with Caesar Salad and Garlic Breadsticks.
$25 per person

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After Hours

*15 people minimum per order

California Guacamole	$3.50 per person
House-Made Kettle Chips with Ranch & French Onion Dip	$4.50 per person
Tortilla Chips with Salsa	$4.50 per person
Pita Chips with House-Made Hummus and Spinach Dips	$6.50 per person
Mexican Seven Layer Dip Tortilla Chips	$6.50 per person
California Mixed Nuts Cocktail Assortment	$6.75 per person
Farmstead and California Cheeses with Crackers and Crostini	$8.00 per person
Farm Fresh Seasonal Crudités with Watercress Ranch Dip	$8.00 per person
Bruschetta and Tapenades Toasted Bruschetta Olives & Capers Tomatoes & Basil Mushrooms & Chives	$9.00 per person
Italian Antipasto Platter Genoa Salami, Mortadella, Prosciutto, Provolone Cheese, Black and Green Olives, Pepperoncinis, Artichoke Hearts Assorted Roasted Peppers.	$12.00 per person

Hot Dips Fondue
Spinach Artichoke, Classic Fontina Cheese Fondue, Baked Brie
Pistachios, Apples, Walnuts
Sliced Baguettes, Flatbread
$8.00 per person

Street Tacos
Charred Chicken
Asada Beef
Al Pastor
Salsa Molcajete, Lime, Cilantro and Onion, Corn Tortillas
$13.50 per person, 2 per person

Slider Trio
Hearst Ranch Ground Beef
Caramelized Onions, Gherkins, House Made Sauce
Pulled Pork
Blackberry Chipotle Sauce
Hawaiian Roll
Grilled Chicken
Caramelized Onion, Provolone Cheese
$12.00 per person, 2 per person

Pasta Station
Cheese tortellini, house made
pesto cream, local basil
orecchietti, pasta with local
roasted heirloom tomato
sauce and toppings include
grilled chicken, broccoli, peppers,
onions, mushrooms and spinach
and garlic bread sticks
$18 per person, 8 oz per person
Add shrimp for $3.50 per person

A 17% service charge and 8% sales tax will be added to all food & beverage services. All prices subject to change. All of our menus are printed on 100% post consumer recycled paper and printed with soy based ink. Consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may increase your risk of food borne illness.

Savory Bites

Cold Hors D'oeuvres
Curry Chicken Bouchée
Herbed Goat Cheese, Roasted Tomato, Black Olive Polenta Round
Spicy Southwest Chicken Salad Spinach Wrap, Green Olive
$375 per 100

Smoked Salmon & Nori Pinwheel Mini Multi-Gain Baguette
Tomato Caprese Skewers
Asparagus Wrapped in Ham
Vietnamese Vegetarian Rice Paper Spring Roll
Chilled Hearst Ranch Tenderloin. Horseradish Cream
Bruschetta Duet Roma Tomato & Basil Tapenade & Crème Fraiche
Smoked Chicken Papaya Salsa, Cream Cheese Mini Multi Grain Baguette
$500 per 100

Hot Hors D'oeuvres
Vegetable Egg Rolls Hoisin Sauce
Chicken Pot Stickers
Spinach Spanakopita
Breaded Mushroom Caps Boursin Cheese
Adobo Chicken Quesadilla Cilantro Dip
Braised Beef Empanada Chipotle Aioli
Laguna Beach Crab Cake Chipotle Aioli
$500 per 100

Roasted Natural Hearst Ranch
Strip Loin (WH)
Carved to order with mushroom ragu and artisan rolls
$375 per 40 people

A 17% service charge and 8% sales tax will be added to all food & beverage services. All prices subject to change. All of our menus are printed on 100% post consumer recycled paper and printed with soy based ink. Consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may increase your risk of food borne illness.

Bar Selections

Hosted Bar
(Charged on Consumption)

Mixed Drinks, Premium	$8.50 ++
Mixed Drinks, Call	$6.50 ++
House Wine Trinity Oaks	$6.50++
Imported Beer	$6.50 ++
Domestic Beer	$5.75 ++
Bottled Water	$3.25 ++
Soft Drinks, (Pepsi)	$3.00 ++

Cash Bar

Mixed Drinks, Premium	$9.00 ++
Mixed Drinks, Call	$7.00 ++
House Wine Trinity Oaks	$7.00 ++
Imported Beer	$7.00 ++
Domestic Beer	$5.75 ++
Bottled Water	$3.50 ++
Soft Drinks, (Pepsi)	$3.25++

Wine Selection
*Contact Sales Manager for the wine list featuring various local, regional and specialty wines

Kegs

Domestic	$375.00
Bud and Bud Light	
Miller Genuine Draft	
Miller Lite	
Imported	$475.00
Heineken	
New Castle	
Microbrew	$575.00
Fat Tire	
Firestone Union Jack (IPA)	
Pyramid Hefeweizen	
Sam Adams	
Sierra Nevada	
Hangar 24	
(Orange Wheat, Amarillo Pale Ale)	
Anaheim Brewery	
(Anaheim Gold, Anaheim Red, Anaheim 1888, Anaheim Hefeweizen)	

Anaheim BREWERY Est. 1888 • Re-Est. 2010

A Keg Serves 100 16oz Pours
Anaheim Brewery Serves 20 16oz Pours

>> Standard bar offerings to include: HOUSE PREMIUM BRANDS: Cazadores Tequila, Johnnie Walker Black Whisky, Grey Goose Vodka, Blue Ice Organic Vodka, Captain
>> Morgan Rum (bottle price $264 ++ per liter), HOUSE CALL BRANDS: Margaritaville Tequila, Jack Daniels and Seagram's 7 Whisky, Blue Ice Vodka, Bacardi and Malibu
>> Rum, Bacardi Rum, Tanqueray Gin, Dewar's Scotch, Christian Brother's Brandy (bottle price $198 ++ per liter), HOUSE DOMESTIC BEER: Budweiser, Bud Lite, Coors,
>> Coors Lite, MGD, Miller Lite, O'Doul's (on request), HOUSE IMPORT BEER: Corona, Heineken. Contact Sales Manager for Specialty Alcoholic Beverages & Microbrews.
>> A TIPS certified bartender is required for all alcoholic services. Please see menu of services for details.
>> Each bar carries a minimum sales of $650.00 (++) Per Bar Per Four Hour Shift. If minimum sales are not met, client will incur a $250.00 Labor Fee
>> Exhibitors must supply one eight-foot draped table per bar for use as a back bar. ARAMARK will supply rolling front bar tables to the extent of our inventory. Once our inventory has been depleted, exhibitors will also be requested to order the necessary front table

A 17% service charge and 8% sales tax will be added to all food & beverage services. All prices subject to change. All of our menus are printed on 100% post consumer recycled paper and printed with soy based ink. Consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may increase your risk of food borne illness.

Specialty Bar

Blue ice

- Martini
- Classic, Blueberry, Apple, Pomegranate and more
- Cape Cod
- Blue ice and Cranberry
- Cosmopolitan
- Blue ice, Triple Sec, lime juice and cranberry
- Madras
- Blue ice, Cranberry, orange juice and lime
- Twisted Lemonades

Tropical Bar

- Long Island Ice Tea
- Blue ice, Tequila, Rum, Gin, Triple Sec, sweet and sour mix
- and soda
- Rum Runners
- Rum, blackberry liquor, banana liquor and orange juice
- Piňa Colada
- Rum, coconut cream and pineapple juice
- Mai Tai
- Rum, Triple Sec, sweet and sour mix, almond liquor and
- pineapple juice
- Mojito
- Rum, mint leaves, sugar, lime juice and club soda

Tequila Bar

- Classic Margarita
- Tequila, Triple Sec and lime juice
- Strawberry Margarita
- Tequila, Triple Sec, Strawberry Schnapps and lemon juice
- Tequila Sunrise
- Tequila, Grenadine and orange juice

Morning Delights

- Bloody Mary
- Blue ice, tomato juice, hot sauce, Worcestershire sauce,
- lemon juice, salt, pepper and celery stalk
- Mimosa
- Champagne and orange juice
- Bellini
- Champagne and Peach Schnapps

>> A TIPS certified bartender is required for all alcoholic services. Please see menu of services for details
>> Contact Sales Manager for pricing details

A 17% service charge and 8% sales tax will be added to all food & beverage services. All prices subject to change. All of our menus are printed on 100% post consumer recycled paper and printed with soy based ink. Consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may increase your risk of food borne illness.

ORDERING GUIDELINES

Ordering
Our 21 Day Deadline allows sufficient time to order, plan and prepare all of your food and beverage needs. All orders after the time requirement will be noted as late and will be processed after all timely orders have been completed. All original catering orders must be received 21 DAYS prior to the first show day or a 10% late charge will be applied. Changes and/or cancellations must be received 3 BUSINESS DAYS in advance of service. No cancellation may be made after that time.

Payment Policy
ARAMARK Corporate Policy requires full payment prior to commencement of services. Additionally, a credit card must be on file for any re-orders made on site. NO EXCEPTIONS.

Service Personnel
When ordering ARAMARK Personnel for your booth, please consider set-up time. We recommend scheduling Personnel one hour prior to the start of your service. Also ARAMARK Personnel will clean food and beverage related areas. They are not permitted to do general booth cleaning, such as vacuuming, emptying nonfood trash, dusting, etc.

* ***Booth Attendant or Bartenders $150 for a minimum of 4 hrs. and $37.50 per additional hour***

Service ware
All exhibitor booth services are served with disposable wares. Tables for the services must be provided by exhibitor. At the exhibitors discretion the counter tops within the booths can be utilize

Delivery Charge
A $25.00 (+) will apply to all original orders of less than $100.00 net per delivery.

Tax and Service Charges
All food and beverage pricing is subject to a 17% service charge (service charge is taxable in California) and sales tax, currently at 8%. All equipment and labor charges are subject to a 8% sales tax only.

Tables & Electrical
ARAMARK does not provide skirted service tables or electrical hookups in your exhibit space, including meeting rooms utilized for exhibits. Please contact the appropriate contractor for those items.

Unauthorized Food & Beverage
ARAMARK is the exclusive caterer for the Anaheim Convention Center. Absolutely no food or beverage, candy, logo water, etc., are allowed into the Anaheim Convention Center without prior written approval from ARAMARK, and appropriate waiver/corkage fees paid to ARAMARK.

CATERING ORDERING FORM

SHOW NAME _____

COMPANY_____

ORDERING CONTACT_____ON SITE CONTACT_____

ADDRESS_____CITY_____STATE_____ZIP_____

EMAIL _____

TEL: (___)_____ CELL: (___) _____

HALL #_____Booth # _____ GUESTS # _____

DAY / DATE	START & END TIMES	QTY	ITEM DESCRIPTION	ITEM PRICE	EXTENDED PRICE

ARAMARK is the exclusive caterer for the Anaheim Convention Center. Absolutely no food or beverage, candy, logo water, etc., are allowed into the Anaheim Convention Center without approval from, and appropriate waiver/ corkage fees paid to ARAMARK.

DEADLINE: All original orders must be received 21 DAYS prior to first show day or a 10% late fee will be applied. Changes and/or cancellations must be received 3 BUSINESS DAYS in advance of service. No cancellations may be made after that time.

PAYMENT POLICY: ARAMARK Corporate Policy requires full payment prior to commencement of services. Additionally, a credit card must be on file for any re-orders made on site. NO EXCEPTIONS

DELIVERY CHARGE: A $25.00 (+) charge will apply per delivery

TABLES & ELECTRICAL REQUIREMENTS: ARAMARK does not provide skirted tables or electrical hook-ups in your exhibit space, including meeting rooms utilized for exhibits. Please contact the appropriate contractor for those items.

****THIS ORDER IS NOT CONFIRMED UNTIL YOU HAVE RECEIVED AN ARAMARK CONTRACT, PROVIDED PAYMENT INFORMATION AND RETURNED A SIGNED CONTRACT TOGETHER WITH SIGNED CATERING SERVICE ORDERS.**

PAYMENT INFORMATION – PAYMENT MUST ACCOMPANY ORDER

_____VISA _____MASTERCARD ___AMERICAN EXPRESS _____DISCOVER

Card Number_____Exp _____ CVC_____

Cardholder's Name_____

I hereby authorize ARAMARK Sports and Entertainment Services to apply all charges for services rendered for the above company to my credit card.

Cardholder's Signature:_____

800 W. KATELLA AVE
ANAHEIM, CA 92802
CATERING SALES OFFICE
TEL: (714) 765-8800
FAX: (714) 765-8808
Order Online at:
www.aramarkconventions.com

ANAHEIM CONVENTION CENTER

Subtotal	_____
10% late fee (when applicable)	_____
17% Service Charge (taxable)	_____
8% Sales Tax	_____
Total amount due	_____

A 17% service charge and 8% sales tax will be added to all food & beverage services. All prices subject to change. All of our menus are printed on 100% post consumer recycled paper and printed with soy based ink. Consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may increase your risk of food borne illness.

ARAMARK

Food and Beverage Sampling Guidelines

Anaheim Convention Center
Catering Services
800 W. Katella Avenue
Anaheim, CA 92808
Phone (714)765-8800 Fax (714)765-8808

PRODUCT SAMPLING

1. Items dispensed are limited to products manufactured, processed or distributed by exhibiting firm.
2. All Items are limited to SAMPLE SIZE and must be distributed from exhibit location
    a. Beverage samples are limited to a maximum of two fluid ounces of product
    b. Food Items are limited to "Bite Size" portions of 1 oz.
    c. Food and/or beverage items as traffic promoters (i.e. popcorn, coffee, bar service) **MUST** be purchased through Catering Services.
    d. Firms wanting to distribute sample food and/or beverage at non-industry related events, or larger potions must pay Catering Services a waiver fee equal to 50% of the Catering Services retail price for similar item.
    e. Exhibiting Firms who wish to contract Catering Services to perform kitchen prep must ship product through the Catering Services Warehouse. Appropriate storage, handling, and labor fees will apply.
3. Exhibiting firm must provide Catering Services no later than three business days before the first day of the event with a certificate of liability with coverage of $1,000,000 per occurrence and Naming ARAMARK Corporation, the City of Anaheim and the Anaheim Convention Center as additional Insured.
4. Exhibiting firm or show management must also obtain a Health Permit from the Orange County Health Department. Contact the Health Department @ (714) 433-6000
5. Exhibiting firms are not authorized to sell any food or beverage items.

ALCOHOL SAMPLING TERMS

1. All Alcoholic Beverages dispensed are limited to products manufactured, processed, or distributed by exhibiting firm.
2. Exhibiting Firms who with to dispense alcoholic beverages must ship product through the Catering Services Warehouse via a California Licensed Distributor.
3. Alcoholic beverages received by Catering Services will be immediately inventoried and stored until the start of service. Following completion of all scheduled services any left over product will be inventoried to figure total consumption
4. Exhibiting firms dispensing alcohol must contract a Catering Service Bartender. Catering Services Bartenders are required to pour all alcoholic beverages.
5. Alcohol Sample sizes are limited to the following:
    a. Liquor: 1/2oz
    b. Wine: 1oz
    c. Beer: 2oz
6. Corkage Fees *(based on consumption)*:
    - Wine 750ml: $15.00++ per bottle
    - Beer 12oz: $2.50++ per bottle
    - Beer Keg: $162.50 per bottle
    - Liquor 750ml: $100.00++per bottle
    - Liquor 1 Liter: $125.00++ per bottle
7. Exhibiting firm must provide Catering Services no later than three business days before the first day of the event with a certificate of liability with coverage of $1,000,000 per occurrence and Naming ARAMARK Corporation, the City of Anaheim and the Anaheim Convention Center as additional Insured.
8. Exhibiting firm or show management must also obtain a Health Permit from the Orange County Health Department. Contact the Health Department @ (714) 834-4722.
9. Catering Services at the Anaheim Convention Center follow all appropriate HACCP steps when handling and storing product.
10. Exhibiting firms are not authorized to sell any food or beverage items

SHIPPING & STORAGE GUIDELINES

1. All products contracted for Kitchen Prep, or Alcohol Sampling must be received and inventoried by a Catering Services Representative.
2. All Alcoholic Beverage must be delivered by a California Licensed Distributor.
3. Catering Services can provide dry, refrigerated, or freezer storage prior to, and during scheduled events.
    a. Exhibiting Firms must make storage arrangements with Catering Services at least 30 days prior to event in order to ensure space availability.
    b. All product contracted to be stored by Catering Services must be received no earlier than one week prior to event start, and no later than two days prior to event start.
    c. Catering Services *Warehouse Hours are Monday through Friday 7am-3pm.*
    d. Catering Services Warehouse Address:

        ARAMARK at the Anaheim Convention Center
        ATTN: Manuel Duran – Warehouse Manager
        1850 West Street
        Anaheim, Ca 92802

    e. When shipping product to the ARAMARK Warehouse, please include the following information on all boxes:
        i. Item Description – Packing Slip
        ii. Storage Information Labeled on Box: Dry, Refrigerated, or Freezer Storage
        iii. Box Label must list: Show Name and Exhibiting Firm Name and Booth Number
        iv. Catering Services Sales Managers name
        v. Number of total boxes (i.e., 1 of 10)
    f. Prior to shipping your product, please inform your sales manager of the following:
        i. What date you expect your shipment to arrive at the Anaheim Convention Center.
        ii. How many total boxes are you shipping, and what size are they?
        iii. How many total pallets?
        iv. How are we to store your product? Dry, Refrigerated, or Freezer.

KITCHEN PREPARATION

Catering Services can provide Kitchen preparation services to assist exhibiting firm's food and beverage sampling needs. Kitchen prep needs must be submitted in writing to the Catering Services Sales Office at least 21 days prior to event start. All kitchen preparation requests received less than 21 days prior to the start of the show will incur a 15% late processing fee.

1. The following Guidelines must be followed when submitting kitchen preparation recipes for food and beverage sampling.
    a. Complete recipe list submitted in writing to Catering Services Sales Office. Your recipe notes must include:
        i. Complete recipe and preparation instructions, calculated into institutional sizes.
        ii. Quantity of product to be prepared by Catering Services
        iii. Provide a list/quantity of all products from recipe that your exhibiting firm will be providing. *(Catering Services must provide all food and beverage items within recipe or used for sampling that are not manufactured, processed, or distributed by exhibiting firm.)*
        iv. Provide a list/quantity of all Catering Services provided items.
        v. What time(s) and quantities would you like the kitchen prepared product sent to your booth? *(a $25.00+ deliver fee will apply for each delivery)*
        vi. A description of any special instructions that may be needed. (i.e., how should your product be served/displayed, portioned, etc)
        vii. A list of all miscellaneous serving supplies you will need Catering Services to provide for you. (i.e., utensils, chafers, bowls, plates, etc. See Booth Supplies/Rental Equipment for pricing). *Please note that Catering Services does not supply complimentary utensils, etc needed for booth sampling.*

PRODUCT STORAGE & LABOR FEES

Product Storage/Handling Fees:

- $250.00+ per pallet, per day: dry storage
- $375.00+ per pallet, per day: refrigerated storage
- $500.00+ per pallet, per day: freezer storage
- Shipping & Receiving Fee: $75.00+, One time fee to receive product and deliver to appropriate storage area.

Labor Fee's

- Delivery fee: $25.00+, per delivery of product to booth
- Dedicated Attendant/Catering Server fee: $150.00+ (4 hour minimum)/ $37.50+ each additional hour.
- Chef Attendant/Kitchen Prep Fee: $150.00+(4 hour minimum)/ $37.50+ each additional hour
- Chef Consultation Fee: $200.00+ (recommended for all kitchen prep recipe orders)
- Bartender fee: $150.00+ (4 hour minimum)/ $37.50+ each additional hour

BOOTH SUPPLIES & EQUIPMENT RENTAL FEES

- Bowl, Disposable 48oz: $8.50++
- Bus Tub: $10.00+ per day*
- Chafer with Two Sterno: $35.00+ per day*
- Cutting Board: $15.00+ per day*
- Forks (Biodegradable, 1000): $45.00++ per case
- Frill Picks, 3" (750): $7.50++ per box
- Full Pan 2" Deep: $12.00+ per day*
- Gloves (Box of 500): $12.00++
- Hair Nets: $1.50++ ea
- Half Pan 2" Deep: $10.00+ per day*
- Hand Washing Kit: $30.00++
- Heat Lamp: $50.00+ per day*
- Hotel Pan, 2", Disposable: $6.00++
- Ice 20lb Bag: $25.00++
- Knives (Biodegradable,1000): $45.00++ per case
- Lexan Bus Tub: $15.00+ per day
- Napkins, Cocktail, 300: $15.00++
- Plates, Disposable, 6", 125: $20.00++
- Portion Cup, 2oz, 250: $12.00++
- Portion Cup, 4oz, 250: $14.00++
- Serving Spoon, Disposable: $7.00++
- Serving Tong, Disposable: $10.00++
- Sheet Pan: $5.00+ per day*
- Sparkletts 5 gallon water: $75.00++
- Spoons (Bidegradable,1000): $45.00++ per case
- Sterno - Set (2): $6.00+ each pair
- Tray, Disposable 10": $8.50++
- Tray, Disposable 16": $9.50++
- Water Cooler Rental: $50.00+ (one time fee)

ARAMARK

AUTHORIZATION REQUEST

SAMPLE FOOD AND/OR BEVERAGE DISTRIBUTION

ARAMARK Sports & Entertainment Services has **EXCLUSIVE** Food and Beverage distribution rights within the Anaheim Convention Center. Exposition organizations and/or their exhibitors may distribute Sample Food and/or Beverage Products only with the written approval of ARAMARK Sports & Entertainment Services.

GENERAL CONDITIONS:

1) **PRODUCT LIMITATION** - Items dispensed are limited to products **Manufactured, Processed or Distributed by Exhibiting Firm.**

2) **SIZE LIMITATION** - All Items are limited to **SAMPLE SIZE** and must be distributed from exhibit location.
   - A) Beverage samples are limited to a maximum of two fluid ounces of product.
   - B) Food Items are limited to "Bite Size" portions of 1 oz.
   - C) Food and/or beverage items as traffic promoters (i.e. popcorn, coffee, bar service) MUST be purchased through Catering Services.
   - D) Firms wanting to distribute sample food and/or beverage at non-industry related events or larger potions must pay Catering Services a waiver fee.

3) **ALCOHOLIC BEVERAGES** - Exhibiting Firms who wish to dispense alcoholic beverages must ship product through the Catering Services Warehouse. Appropriate corkage and bartending fees will apply.

4) **CERTIFICATE OF LIABILITY** - Exhibiting firm must provide Catering Services a certificate of liability with coverage of $1,000,000 per occurrence and Naming ARAMARK Corporation, the City of Anaheim and the Anaheim Convention Center as additional Insured no later than three business days before the first day of the event.

5) **HEALTH PERMIT** - Exhibiting firm or show management must also obtain a Health Permit from the Orange County Health Department. Contact the Health Department @ (714) 433-6000 or visit www.ochealthinfo.com

Event Name: _____ Event Date: _____

Firm Name: _____ Phone: _____ Fax: _____

Firm Contact: _____ Title: _____ Contact Email: _____

Address: _____ City: _____ State & Zip Code: _____

Booth Name: _____ Booth # _____ On-Site Contact Phone #: _____

SAMPLING PRODUCT INFORMATION

- Product(s) you wish to dispense: _____
- Size of Portion to be dispensed: _____
- Proposed method of dispersion: _____
- Quantity to be dispensed: _____
- Explain purpose for offering samples: _____

RETURN TO:

Anaheim Convention Center – ARAMARK Catering Sales Dept.
800 West Katella Avenue
Anaheim, CA 92802
Phone: (714) 765-8800 Fax: (714) 765-8808

Please sign under 'Agreed', indicating you have read and agree with the conditions above

Agreed: _____ Approval: _____

(Exhibiting Firm) *(ARAMARK Catering Services)*

EXPO PLANT SERVICE, INC.
P.O. Box 1240
Vista, CA 92085 -1240
Tel: (760) 477-7863 Fax: (760) 481-7815

ONS 39TH ANNUAL Congress
May 1-4, 2014 • Anaheim, CA

www.ExpoPlantService.com ExpoPlantService@aol.com

GREEN AND FLOWERING PLANTS	Price Ea.	Qty.	$$ Amount
Fern ___ Ivy ____ Pothos ____ (10″ – 12″ *wide*)	$22.00		
Fern ___ Ivy ____ Pothos ____ (18″ – 24″ *wide*)	$31.00		
2ft _____ ***OR*** 3ft _____Green Plants	$40.00		
4ft Green Plants	$50.00		
5ft Green Plants	$62.00		
6ft – 7ft Green Plants	$74.00		
Taller Plants: __ ft. @ $74 plus $18/ft. over 6ft			
** Specialty Items – Please call for a quote.			
Azaleas: Red____ White_____ Pink _____	$31.00		
Bromeliads: Red __ Org____ Ppl___ Pink ___	$31.00		
Mums: ☐ White ☐ Lavender ☐ Yellow ☐ Rust ☐ **ANY COLOR**	$21.00		
Other Seasonal pot flower – Color _____ **OR** - Green Tabletop Plant (12"-18" tall) ____	$31.00 $26.00	_____	_____
*****SPECIAL DISCOUNTED PACKAGES*****			
No. 1 – Two 3ft green plants and one flower. A $101.00 value for only $90.00	**$90.00**		
No. 2 – Two 3ft , one 6ft plant and one flower. A $175.00 value for only $160.0	**$160.00**		
CUT FLOWER SERVICES *(CUSTOM AVAIL.)*	Pls call us for custom		
Florals 12″ – 15" high ☐ Tropical. ☐ Seasonal	$67.00		
Florals 24″ – 30" high ☐ Tropical. ☐ Seasonal	$85.00		
Boutonnieres (Carnations) Color: _____	$6.50		
Boutonnieres (Rose) Color: _____	$9.00		
* One time charge for daily boutonniere delivery	$12.00		
Bubble Bowls for Business Cards, Candy, Etc.	$25.00		
TOTAL — PLANTS AND FLOWERS			$
PLEASE ADD CALIFORNIA TAX - 8%			
TOTAL AMOUNT DUE:			$

CHOOSE YOUR FREE CONTAINER:

☐ **BLACK** ☐ **WHITE** ☐ BASKET

SPECIALTY CONTAINERS

IN FINISHES OF BRASS, CHROME AND TERRA COTTA AT $18.00 EA.

SPECIALTY ITEMS

TREES,BUSHES, PALMS, GARDENS, LIGHTS GRASSES, ROCKS, ETC. ETC.
(PLEASE CALL FOR AVAILABILITY/PRICING)

RENTAL POLICIES

ALL MATERIALS AND PLANTS ON A RENTAL BASIS ONLY.
ITEMS MISSING FROM THE BOOTH ARE THE RESPONSIBILITY OF THE EXHIBITOR AND AN ADDITIONAL CHARGE MAY BE APPLIED.

THERE IS A 10% PRICE INCREASE FOR ON-SITE ORDERS.

PAYMENT POLICIES

ALL ORDERS MUST BE PAID PRIOR TO THE CLOSE OF THE SHOW.

ADJUSTMENTS CANNOT BE MADE AFTER THE CLOSE OF THE SHOW.

DECORATING ASSISTANCE

WE'LL BE GLAD TO DISCUSS AND PRICE YOUR DECORATING NEEDS.

☐ **PLEASE HAVE A DESIGNER SEE US AT OUR BOOTH**

DATE _____ TIME_____

CONTACT: _____

CUSTOM SERVICES - CALL US FOR DETAILS

SPECIAL EVENTS, HOTELS, PARTIES, ETC., WE CAN DECORATE YOUR PARTY!

WE CAN DELIVER TO YOUR HOTEL/VENUE!

CREDIT CARD PAYMENT

Amex ☐ Visa ☐ Master ☐

Name _____

No. _____

Exp._____ Code: _____

Signature _____

Company_____ Phn: _____

Address_____Fax_____

City _____ State_____ Zip _____

Person in Charge _____ Title_____

EMAIL _____

BOOTH No.

Authorized Signature _____ #_____

** PLEASE SEND THIS ORDER FORM TO – **EXPO PLANT SERVICE, INC.** THANK YOU!

EXPO PLANT SERVICE INC.

PRODUCTS

- INFO
- PRODUCTS
- ORDERFORM
- SERVICES

Plant Selection Guide

The plants portrayed below are for your convenience in making your plant selection. The numbers below the plant's name indicate the available heights in feet. Click on each plant image to see a larger picture.

Warnekii
2' - 4'

Spathiphyllum
2' - 3'

Janet Craig
2' - 4'

Arboricola
3'

Dracena Marginata
3' - 6'

Silver Queen
2' - 3'

Croton
2' - 3'

Schefflera
3' - 5'

Ficus
3' - 8'

Palm
3' - 8'

Top: Bromeliads & Pothos
Bottom: Azalea & Ivy

Fern

Mums
Kalanchoe

Floral Arrangements
12" or 24"
Tropical

Floral Arrangements
12" or 24"
Seasonal

Can't decide? No problem!
Just indicate the size on the order form and we will do it for you.

Other Floral Selections

The floral arrangements portrayed below are for your convenience in making your selection. Other colors, flowers and styles are available.

[INFO] PRODUCTS
[ORDER FORM]

Special Event Examples

The images portrayed below are only samples of a vast variety of layouts and arrangements possible.

Wedding Entrance

Convention Display (Campsite)

Parking Lot Oasis

Parking Lot Serene Seating Area

✱CHECK or CREDIT CARD MUST ACCOMPANY ORDER✱

MAIL or FAX to:

"Convention Photo by Joe Orlando, Inc."

2222 Foothill Blvd, Suite E-340, La Cañada CA 91011 • Phone: 1.626.639.3015 • Fax: 1.626.794.0525

Servicing Trade Shows in Las Vegas, NV and Nationally for over 50 years

www.joeorlandophoto.com
email: mail@joeorlandophoto.com

YOUR P.O. NUMBER

QUANTITY	*SERVICES*	*EACH*	*TOTAL*
_____	**COLOR ORIGINAL** Includes Photography Time, 8x10 Print	@ **$95.00** $	_____
	No People ☐ **Posed Staff** ☐ **Crowd During Show** ☐		
	Additional Photo Services After Original Ordered		
_____	**HI RES DIGITAL IMAGE FROM COLOR ORIGINAL** Includes release and rights of image, 300 dpi @ 8x10 saved as jpeg.	Per Image @ **$50.00** $	_____
_____	**LOW RES DIGITAL IMAGE FROM COLOR ORIGINAL** Includes image saved as jpeg @ 72 dpi, perfect for powerpoint / website.	Per Image @ **$35.00** $	_____
_____	**COLOR 8x10 REPRINTS OF ORIGINALS**	Per Print @ **$35.00** $	_____
_____	**PHOTOSHOP RETOUCHING** 1 Hour Minimum.	Per Hour @ **$160.00** $	_____
		SUB TOTAL: $	_____
	Clients based in *California* add CA tax Clients in other states no tax →	**TAX:** $	_____
		All Orders add **$10.00** Shipping & Handling: $	**10.00**
	Fed-Ex #: _____	**TOTAL:** $	_____

DIGITAL PHOTOGRAPHY QUOTES

- Publicity, Banquets, Awards,
- On Site CD Burning
- Photoshop Retouching
- Website Hosting of Low Res Image (For publicity or associations)

Green Screen photography also available

Video Production (upon availablility, call for quotes)

PLEASE PRINT:
Name of Convention: **ONS 2014** Dates: **May 1-4, 2014**

Convention Hotel / Location: **Anahiem, CA**

Daily Exhibit Hours: _____

Onsite Contact & Cell Phone Number: _____

Exhibitor: _____ Booth # & Size: _____

Display House: _____

Ship to Address: _____

Credit Card Billing Address: _____

City, State and Zip Code: _____

Telephone Number: (800) ( ) _____ E-mail: _____

Authorized Signature: _____

Credit Card Info: Please Circle One: American Express Cards | VISA | MasterCard Credit Card-V code or Security Code: _____

Credit Card Number: _____ Expiration Date: _____

Card Holder Name: _____ Authorized Signature: _____

CompuSystems
Lead Management

Dear Exhibitor:

CompuSystems, the show's official registration provider, also offers a suite of lead retrieval products and services designed to help you maximize the return on your investment from exhibiting and turn qualified buyers into sales. This comprehensive approach to lead management will connect you with attendees both during and after the show.

Onsite, CompuLEAD lead retrieval products are designed to help you quickly and effectively capture and qualify leads on the show floor. Using lead retrieval to capture sales leads in your booth enables you to qualify leads with follow-up action codes, eliminates hand-keying leads into your database for quicker lead follow up and gives you access to complete demographic information on attendees you wouldn't otherwise receive collecting business cards.

When the show ends, exhibitors that used a CompuLEAD device also have access to myLeads, our premier post show follow-up service. You can send follow-up emails to your lead list, print mailing labels and generate reports to measure ROI – all for FREE!

Use the following order forms to learn more and sign up for these valuable services today. If you have any questions, one of our knowledgeable exhibitor services representatives is standing by to help you place your order.

Have a Great Show!

CompuSystems

Think Big Picture!

Get the most out of your trade show investment! Use our products and services to capture and qualify attendees on the show floor and promptly follow up on your leads when the show ends.

Can you afford not to take advantage of these valuable services?

checklist

- ☐ **Ordered a CompuLEAD lead retrieval device to capture and qualify my sales leads onsite**
- ☐ **Used myLeads to promptly follow up with my sales leads**

ORDER ONLINE
www.compusystems.com/order

For assistance (inside the U.S.)
call toll-free: 866.600.LEAD (5323)

For assistance (outside the U.S.)
call: +1 708.786.5565

LEAD RETRIEVAL OFFICIAL PROVIDER

CompuSystems

CompuLEAD Products

CompuSystems offers a suite of lead management products and services designed to help exhibitors quickly and easily capture and qualify leads on the show floor. Our products read trade show attendee badges and instantly capture comprehensive sales leads. Using lead retrieval enables you to qualify leads with follow-up action codes, eliminates hand-keying leads into your database for quicker lead follow-up and gives you demographic information on attendees you wouldn't otherwise receive collecting business cards.

descriptions

CompuLEAD Mobile Elite

A handheld device with robust surveying and qualifying capabilities. Has a large touch screen and attached stylus. Plus instant online access to sales leads. *Electricity needed to charge unit, nightly charging required.*

- QWERTY keyboard for extensive note taking and lead editing
- Complete with 10 standard qualifiers and 4 standard survey questions
- Create custom lead qualifiers or survey questions (addl. charges will apply)
- Optional wireless printer (addl. charges will apply)

CompuLEAD Mobile

Capture leads anywhere with this lightweight handheld device, and quickly read attendee badges without removing badge from holder.

- Leads provided electronically
- Note taking functionality
- Complete with 10 standard qualifiers
- Create custom lead qualifiers (addl. charges will apply)

CompuLEAD Smart

A powerful and easy way to capture sales leads both on and off the show floor – using your own Smartphone! Download the app from your app store after ordering, and activate via a unique access code. App works with all iPhone and iPad devices with iOS 6.0 and above, and Android with OS Froyo 2.2 and above.

- Scan the barcode on the attendee's badge or enter the number found on the badge to capture their contact information
- Complete with 10 standard qualifiers and 4 standard survey questions or create your own custom qualifiers or survey questions
- Edit lead contact information and add notes
- Instant online access to sales leads (data plan or Wi-Fi required)
- Send electronic literature immediately to your leads right from within the app (addl. charges will apply)

CompuLEAD Desktop

Drop and record design reads attendee badges and instantly prints comprehensive sales lead reports. Requires electricity.

- Complete with 10 standard lead qualifiers
- Receive your leads electronically (addl. charges may apply)
- Create custom lead qualifiers or surveys (addl. charges will apply)
- Optional keyboard for taking notes (addl. charges will apply)

terms & conditions

By completing the Lead Retrieval Order Form, you agree to be held liable for the return of the CompuLEAD unit and its accessories. If the unit is not returned within 1 hour after the show floor closes, a $100 late fee will be charged per day to the credit card on file until the unit is returned. If the unit is not returned or returned damaged, a $1500 replacement fee will be charged. If the CompuLEAD keyboard is not returned a $50 replacement fee will be charged. If the GPRS Modem or Wireless Printer is not returned a $750 replacement fee will be charged. If the snap-on charger for the Mobile Elite is not returned a $250 replacement fee will be charged. If the power cord for the Wireless Printer or Mobile Elite is not returned a $100 replacement fee will be charged. If the unit or accessories are subsequently returned to CompuSystems, the fees may be reduced by CompuSystems. You, not CompuSystems or Show Management, are responsible for the proper use and safekeeping of the equipment.

CompuSystems

CompuLEAD

Lead Retrieval Order Form

ONS's 39th Annual Congress 2014
May 1 - 4, 2014
Anaheim Convention Center, Anaheim, CA

ORDER ONLINE: www.compusystems.com/order | **EARLY BIRD DEADLINE: 03/03/14 ADVANCE DEADLINE: 04/01/14**

complete packages

best value!

Select a package for everything you need to capture, qualify and follow up with your leads.

	EARLY BIRD	ADVANCE	STANDARD	QTY	TOTAL
CompuLEAD Mobile Qualifier Elite (181) ⚡ Includes electronic leads, custom qualifiers, instant online lead access, QWERTY keyboard for note taking and lead editing, wireless printer and delivery, setup and in-booth training.*	$665	$700	$740	____	$_____
CompuLEAD Mobile Qualifier (113) Includes electronic leads, custom qualifiers, and delivery, setup and in-booth training. *	$560	$585	$630	____	$_____
CompuLEAD Desktop Qualifier (101) ⚡ Includes electronic leads, custom qualifiers, and delivery, setup and in-booth training. *	$480	$515	$540	____	$_____

mobile app

	EARLY BIRD	ADVANCE	STANDARD	QTY	TOTAL
CompuLEAD Smart App (173A) *Smartphone not included. Data-plan or Wi-Fi plan required. One app required per phone.* Includes instant online lead access, and custom qualifiers/survey questions if you place your order online. Scan the barcode on the attendee's badge or enter the number found on the badge to capture a lead. App works with all iPhone and iPad devices with iOS 6.0 and above, and Android with OS Froyo 2.2 and above. Device must have a camera with an auto-focus feature to scan the barcode. Price is for one show only. *	3 Activation Codes Included $450	$480	$510	____	$_____
Additional CompuLEAD Smart App Activation Code (173B)	$115			____	$_____

a la carte

Select individual products and don't forget to order valuable enhancements (located below).
See product description sheet for more information.

	EARLY BIRD	ADVANCE	STANDARD	QTY	TOTAL
CompuLEAD Mobile Elite (176A) ⚡	$450	$470	$505	____	$_____
Wireless Printer for Mobile Elite (177)	+$60	+$65	+$70	____	$_____
CompuLEAD Mobile (13A)	$400	$415	$460	____	$_____
CompuLEAD Desktop (01A, 103) ⚡	$315	$340	$365	____	$_____

enhancements

Keyboard (03) Available for CompuLEAD Desktop.	$ 30	$ 35	$ 40	____	$_____
Custom Qualifiers (05, 18, 180) Available for CompuLEAD Desktop, CompuLEAD Mobile, and CompuLEAD Mobile Elite. *	$ 90	$ 90	$ 90	____	$_____
Custom Survey (06, 179) Available for CompuLEAD Desktop and CompuLEAD Mobile Elite . *	$ 90	$ 90	$ 90	____	$_____
Delivery, Setup & In-Booth Training (08) Available for all "a la carte" products.	$100	$110	$115	____	$_____

* Custom Qualifiers and Custom Survey questions must be received at the time your order is placed. Any changes to your qualifiers or survey after your order is processed (either pre-show or onsite) will result in a $50 service fee.

electronic literature

Electronic Literature Solution (EXP) Reduce your cost to exhibit by eliminating the need to print your literature and minimize paper waste! Purchase up to 15 electronic company brochures (PDFs, up to 5 MB each) to be included in myLeads, the attendee post-show follow-up system, as well as available on pre-show Connect*ME* services. If you purchase the CompuLEAD Smart App, your literature can also be distributed to your leads right from within the app. Available for all "a la carte" products and the CompuLEAD Smart App. ***Give us a call us to learn more!***

QTY	TOTAL
$ 50 each ____	$_____

Using your own scanning equipment? Please note that the barcode is encrypted. Call 708.786.5565 for information and pricing on obtaining full lead information post-show.

payment

Contact Name/Title | Company Name | Booth # (Required)

Address

City | State | Zip Code | Country

Phone | Onsite Cell | Fax

E-mail | Alternate E-mail (to receive leads post-show)

ALL ORDERS SUBJECT TO A $100 CANCELLATION FEE
NO REFUNDS AFTER 04/14/14
No refunds on CompuLEAD Smart

☐ Check *(payable in U.S. funds to CompuSystems; order form must accompany check)*
☐ Visa ☐ MC ☐ Amex

Credit card deposit **required** for all rentals. If paying by check, credit card will not be charged unless unit is damaged or not returned on time.

By signing this order form, I declare that I have fully read, understand and agree to abide by the Terms and Conditions listed on the product description page.

Card Number | Expiration Date

Cardholder Name | Cardholder Signature

Subtotal	$_____
Processing Fee	$ 15.00
TOTAL	**$**_____

All applicable taxes will apply.

ORDER ONLINE
www.compusystems.com/order

FAX ORDERS TO:
+1 708.344.4444

MAIL ORDERS TO:
CompuSystems, Inc.
P.O. Box 6271
Broadview, IL 60155, USA

FOR ASSISTANCE CALL:
(INSIDE U.S.) toll free 866.600.LEAD
(OUTSIDE U.S.) +1 708.786.5565

⚡ Requires 110v AC Circuit.

enhancements

Don't forget these valuable add-ons!

Custom Lead Qualifiers — Qualify your prospects in ways that are unique to your company. This option works just like Standard Lead Qualifiers, except you create and supply us with your own qualifiers. You can create up to 99 custom qualifiers, 21 characters long, including spaces. Simply provide your list of qualifiers when you place your order. **Option for Desktop, Mobile, & Mobile Elite**.

Custom Survey — Survey questions allow you to qualify your prospects and customize your post-show follow-up effort. Simply provide your survey questions with your faxed order, and we will program your survey to print on the paper lead form after a badge is scanned. **Option for Desktop & Mobile Elite**.

Delivery, in-booth setup and training — Have your units delivered direct to your booth. A CompuSystems technician will also set the machines up in your booth and train your staff how to use them.

Keyboard — This valuable option allows you to take electronic notes using the CompuLEAD Desktop unit. Say goodbye to handwriting your notes and hello to keying them in! **Option for Desktop**.

Wireless Printer — This valuable option allows you to print via Bluetooth from a hand-held device. **Option for Mobile Elite**.

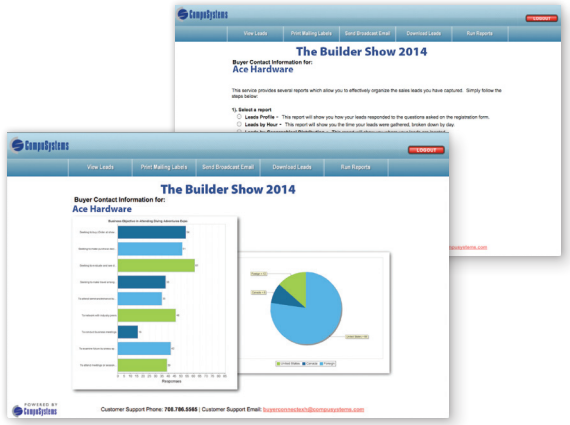
myLeads Follow-Up Services

Included FREE with all CompuLEAD rentals

CompuSystems offers myLeads premier post show follow-up services for exhibitors *and* attendees. Any time an attendee's badge is scanned by an exhibitor using a CSI lead recording device, both exhibitor and attendee contact information is uploaded to the registration dashboards. Exhibitors will be able to access their personal list of attendees that visited their booth, via the new myLeads feature on their dashboard.

Exhibitors can:

- Easily keep track of the attendees who stopped by their booth
- View and print their leads
- Send broadcast emails to their list of leads
- Print mailing labels from their list of leads
- Create reports based on the following criteria:
  - Lead Ranking
  - Leads Profile
  - Leads by Hour
  - Leads by Geographical Distribution



Attendees can:

- View and download company information for exhibitors they visited
- Send follow-up emails to exhibitor contacts

It's never been easier to follow up with your leads — and it's FREE!

Electronic Literature Solution

Add this option to your order and GO GREEN!

- Reduce printing and shipping costs for the event
- Avoid the literature paper-jam carried around by attendees
- Minimize paper waste and harm to the environment
- Increase your company exposure

The easy and cost-effective way to ensure your information gets into the hands of attendees!

CompuSystems
P.O. Box 6271, Broadview, IL 60155
Phone: +1 708.786.5565 • Fax: +1 708.344.4444
www.compusystems.com

Join the CompuLEAD Users Group
LinkedIn

Custom Lead Qualifier Template

All the CompuLEAD lead retrieval units come equipped with ten standard lead qualifiers. For an additional charge, you can choose to create and supply CompuSystems with qualifiers specific to your company using the template below. Simply select the Custom Lead Qualifiers option on the lead retrieval order form, and fax this template to CompuSystems along with your order. Your lead retrieval product(s) will then be programmed with the qualifiers you specified.

You may create up to 99 Custom Lead Qualifiers, up to 21 characters long (including blank spaces).

In addition to letters and numbers, the following characters may be used: dashes, greater than and less than symbols, and plus and minus signs.

01. _____
02. _____
03. _____
04. _____
05. _____
06. _____
07. _____
08. _____
09. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____

If you need additional space beyond what this template allows, you may attach a separate sheet of paper to this form continuing the number sequence.

Fax with your order form to: +1 708.344.4444

The following qualifiers come standard with every unit rented:

Standard Lead Qualifiers

Lead Ranking
- 01 A-Lead
- 02 B-Lead
- 03 C-Lead

Follow Up
- 06 E-mail Info
- 07 Mail Info
- 08 Have Rep Call

Authority
- 04 Influencer
- 05 Decision Maker

In-Booth Action
- 09 Gave Literature
- 10 Gave Demo

Use this template to create your own custom codes, which will replace the standard qualifiers listed above. Please keep a copy for your records.

All qualifiers will be programmed into your lead retrieval unit prior to show start. For CompuLEAD Desktop, the first 40 qualifiers will be printed and placed in a viewing tray onboard the unit; the remainder will be printed and given to you. For CompuLEAD Mobile and Mobile Elite, you will be able to view your list of qualifiers on the unit's screen. For CompuLEAD Smart, you must customize your qualifiers **PRIOR** to activation.

Show Name _____

Company Name _____

Booth Number _____